

Commercial Plans Requirements

For Commercial and Multi-family (3 or more units) Building Permit Applications New Construction, Additions, Change of Occupancy, and Alterations

(please contact the Village Zoning department for projects in the Village limits 30 days minimum prior to plan submittal, (more if possible))

- TWO (2) SETS OF PLANS** (signed and sealed by New Mexico registered Architect or Engineer, in most cases)
- FLOOD INFORMATION**
- LEGAL DESCRIPTION** including address form, if new construction
- COMPLETE DESIGN DRAWINGS**
- ALL DRAWINGS DIMENSIONED AND TO SCALE**
- COVER SHEET**
 - Code summary (code editions); building features (type construction, occupancy, height, stories, geotechnical soil investigation report, etc.)
 - Life safety systems: occupant load and egress capacity calculations, gross floor area in square feet (provide breakdown of air-conditioned and non-air-conditioned space), travel distance, fire protection systems existing/to be installed, and location and type of fire extinguishers
 - Project narrative or description
 - Estimated cost of construction
 - Special Inspector
 - Provide a complete index with all plan pages referenced with coordinating stamp and signature
- ARCHITECTURE - FLOOR PLANS, DETAILS, SCHEDULES** (show existing demolition separate from proposed new construction)
 - Provide Wet Signatures on Professional Stamps
 - Provide Coordinating Stamp and Signature on Index Page by Professional Designer of record
 - Provide a complete floor plan showing all, new and existing, of structure: Indicate occupancy types, firewalls (if any), travel distances, egress, walls to be removed, etc.
 - Foundation plan with Soils Analysis (foundation plan is to soils report number and provide a complete copy with plans)
 - Special Inspections required for:
 - Identify rooms - show accessibility and plumbing fixtures
 - Door and window schedule (include hardware and identify fire rating)
 - Interior finish schedule
 - Fire resistance rating details (walls, floor/ceiling, and roof/ceiling)
 - Floor framing, roof truss layout plans (approved truss engineering required at time of submittal)
 - Seating plan for eating and drinking uses
 - Furniture plans
 - Complete stairway/guardrail/handrail details (tread, riser, picket spacing and extensions)
 - Exterior elevations
 - Wall legend, matching floor plans with U.L. design numbers
 - Key floor plan to scale, Show all tenants and their egress off of the floor
 - Reflected ceiling plan with lighting, exit signs, smoke detectors and egress lighting
 - Access control and secure door in the means of egress

- ENERGY CALCULATIONS** (2 copies)

- SITE PLAN** (one or more sheets to show items below clearly, must be to engineering scale) (not required for interior alterations) Include building location(s) for addressing purposes
 - Existing and proposed structures on site plan
 - Site area, impervious area and gross area
 - Property boundaries with any easements
 - Number of parking spaces
 - Traffic control devices (signals, stop signs, pavement markings)
 - Parking lot and roadway striping
 - For multi-family only, show # of residential units and bedroom breakdown
 - All fire hydrants within 500 feet of the building
 - Structures within 150 feet of the building
 - Street names in area
 - Fire department access roadways
 - Property lines, dimensions of lot, set backs, easements, and building footprint
 - Dumpster location (dumpster detail including dumpster enclosure detail)
 - Edge of pavement, # of lanes, median, median openings, curbing and details
 - Existing driveways and intersections within 200 feet
 - Proposed driveways
 - Public sidewalks
 - Sanitary sewer connection
 - Location of water backflow device
 - Water distribution system
 - Drainage away from structure

- DRAINAGE PLANS, CALCULATIONS**
 - Primary and secondary systems
 - Scuppers per drain
 - Gutter and downspout
 - Storm water flow direction
 - Swale cross-section detail, exfiltration system details
 - Storm water management system details

- GRADING PLAN WITH PAVEMENT SECTION DETAILS** (Show existing site grade and proposed site grade)
 - Erosion control device details

- FIRE SPRINKLER DESIGN DOCUMENTS** (For new systems or alterations, modification, or deletion of greater than 20 heads on existing systems, signed and sealed plans and hydraulic calculations are required from a licensed Engineer)

PLUMBING

- Include floor plan and riser diagram
- Complete three-dimensional isometric drawing of the drainage systems
- Fixture schedule and material specifications
- Isometric drawing and schematic drawing match
- Storm riser drawing with pipe sized and square feet/drain indicated
- Interceptors with details
- Water heaters
- Drinking fountains with accessibility detail (New Mexico Accessibility Requirements)

MECHANICAL

- Mechanical systems over 15 tons must be signed and sealed by a New Mexico registered Engineer
- Mechanical plans must be submitted for all commercial H.V.A.C. systems
- Life safety plans submitted indicating ratings of walls, ceilings and floors
- Floor/ceiling assembly details shown on plans
- Fire dampers and fire/smoke damper details shown on plans
- Location of dampers indicated on plans
- Mechanical equipment on the exterior of buildings must meet wind load design as set forth in the 2009 New Mexico Building Code
- Must provide tie down details for mechanical equipment on exterior of building
- Re-roofing permits will be required to have signed and sealed plans if the mechanical equipment and supports for mechanical equipment is replaced with new or if existing equipment is re-used with new supports for existing equipment. Mechanical permit is required to be issued separate from the re-roof permit.

MINIMUM RE-SUBMITTAL REQUIREMENTS

- Address of project
- Identify clearly all revisions on the drawings (i.e., cloud)
- Comments - attach written response to all comments, include narrative that lists and explains all revisions.

THE FOLLOWING ITEMS MAY BE REQUIRED PRIOR TO THE ISSUANCE OF PERMITS

- Cost estimate for on-site improvements (excluding building structures)
- Contractor's License
- Business License
- Proof of Worker's Compensation Insurance
- Waste and Water management Approval
- Fire Department Approval