



CITY OF ALBUQUERQUE

Planning Department

Building Safety

RESIDENTIAL ROOF CONVERSION Plans & Permit Information

Submit two (2) sets of plans. Plans shall be drawn to scale upon substantial paper and shall be of sufficient clarity to indicate the nature and extent of the work proposed and show in detail that it will conform to the provisions of the technical Codes and all relevant laws, ordinances, rules and regulations.

When plan review is complete the designee will be notified by telephone. Please arrange to have a contact person, telephone and extension number listed on the application. Comments are available on line at <http://www.cabq.gov/planning/our-department/building-safety> Quick Links [Plan Review](#) [Comments](#) or call 505-924-3964.

The building permit will be issued when approved by each division. The permit will only be issued to a homeowner or general contractor licensed in the State of New Mexico. If the permit is not issued within six (6) months from the date of submittal, the application will expire.

ENERGY CODE CHECKLIST: Required on all submittals.

ADOPTED CODES:

- 2009 International Residential Code
- 2009 Uniform Plumbing Code
- 2009 International Energy Conservation Code
- 2009 Uniform Mechanical Code
- 2011 National Electrical Code

The plans shall include the following data:

IRC(505)924-3905

Design Criteria

- Wind speed – 90 mph (3 second gust)
- Seismic Design Category – C

Site Plan

- Actual site address of project
- Size and shape of lot including directional orientation
- All buildings and structures (including existing)
- All streets, easements and setbacks
- Property lines with dimensions
- Dimensions between the buildings / structures and to the property lines

Roof Framing Plan

- Type, size and spacing of trusses, joist, girders, rafters, beams, posts and all connectors
- Size and locations of headers at doors and windows
- Engineered truss drawings with New Mexico stamp
- Grade and species of all structural lumber

Wall Section Plan

- Specify load path connection size, type, and spacing from roof to existing bearing wall
- Roof slope and finished materials
- Grade and species of all structural lumber
- Type, thickness, and R-value of insulation

DISCLAIMER: Handouts should not be used as substitutes for codes and regulations. As an applicant, you are responsible for compliance with all code and rule requirements, whether or not they are described in a handout. The required drawings will depend upon the size, nature and complexity of the project.