



City of Hobbs

Commercial Construction Guide

200 E. Broadway Hobbs, NM 88240

Ph. 575-391-8158

Fax 575-575-391-3061

PERMIT APPLICATION DATA

To obtain a permit, the applicant shall fill out an APPLICATION for CITY OF HOBBS BUILDING PERMIT supplied by our office. Applicant must supply description of work, building address, construction material, total square footage, specific use of building, project owner's name and address, contractor's business name, address and license number, architect's name, address and license number. The licensed contractor GB98 requesting the permit must sign the application. Call (575) 391-8158 for more information.

Land Use Planning & Engineering Approvals Required

Your project will require planning approval from City of Hobbs - Planning & Engineering department. The City of Hobbs has a Design Review Team that meets on Thursdays to assist our clients and consultants with new commercial projects. Please call 575-391-8158 to add your project to our DRT Agenda. Our DRT is made up of City-wide Division Directors where any questions you may have may be addressed, similar to a pre-conference meeting.

Special Note:

You must obtain planning approval *before* applying to this office for a commercial building permit in most cases. For more information feel free to contact our City of Hobbs Planning & Engineering Department @ 575-397-9232.

Valuation and Fees

Valuation of your project is based on Chapter 15.28; City of Hobbs Building Permit Fee Schedule. The project does need the signed contract between the project owner and contractor. The fee, which covers plan review, the permit notice and required inspections, is based on the valuation amount. Permit fees are based on the total valuation including, materials, labor, electrical, mechanical and plumbing. Refunds are eighty (80) percent of total permit fees paid. We do accept completed permit sets via email: adelgado@hobbsnm.org

***If you are mailing a complete Final set of construction drawings including the application to our Building Division, please call ahead of time for a fee amount prior to mailing.*

Plan Submittal

Two complete scaled sets of plans 1/4" = 1'-0" minimum and specifications must be submitted to the City of Hobbs for permit and must be sufficiently clear to show the project in its entirety. Following is a minimum standard of required drawings for review by our Building Division for new commercial construction, additions, and remodels (use commercial checklist when preparing your submittal):

1. COVER SHEET

- A. Project identification
- B. Project address and a location map
- C. All design professionals identified
- D. The prime design professional (the professional responsible for project coordination) must be identified. All communications should be directed through this individual
- E. Applicable Codes annotated on cover sheet

Design Criteria list:

1. Type of building construction (IBC Chapter 6)
2. Square Footage area of each floor or wing and total building square footage
3. Group or use and occupancy (IBC CHAPTER 3) including mixed occupancies if applicable
4. Occupant load (IBC Chapter 10, Table 1004.1.1)
5. Allowable area calculations
6. Exiting requirements
7. Plumbing fixture requirements based on IBC Chapter 29,
8. Fire sprinklers
9. Height and number of stories
10. Land Use Building Setbacks-See Planning Dept.
11. Location of property
12. Seismic location

2. SITE PLAN. Show proposed new structures and any existing buildings or structures on site, all property lines with dimensions, all streets, easements and setbacks. Show all water, sewer, electrical points of connection, proposed service routes and existing utilities on the site. Show all required parking per New Mexico Building Code, including accessible parking, access aisles and ramps per ANSI. Show drainage and grading information. Indicate drainage inflow and outflow locations and specify areas required to be maintained for drainage purposes. When appropriate, include a topographical survey. Show north arrow.

3. FOUNDATION PLAN. Show all foundations and footings. Indicate size, location, thickness, materials and strengths (including concrete strength) and reinforcing. Show all imbedded anchoring such as anchor bolts, hold-downs, post bases, etc. Provide a geotechnical report, including soil-bearing capacity, for the purposed structure at that site.



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4. **FLOOR PLAN.** Show all floors including basements. Show all rooms, with their use, overall dimensions and locations of all structural elements and openings. Show all doors and windows. Provide door and window schedules. All fire assemblies, door label ratings, area and occupancy separations and draft stops shall be shown. Include exiting requirements.
5. **FRAMING PLANS AND ROOF FRAMING PLANS.** Show all structural members, their size, methods of attachment, location and materials for floors and roofs. Show roof plan.
6. **EXTERIOR ELEVATIONS.** Show all views. Show all vertical dimensions and heights. Show all openings and identify all materials and show lateral bracing system, where applicable
7. **BUILDING SECTIONS AND WALL SECTIONS.** Show & label materials of construction, non-rated and fire-rated assemblies and fire-rated penetrations. Show dimension of all heights.
8. **MECHANICAL SYSTEM.** Show the entire mechanical system. Include all units, their sizes, mounting details, all duct work and duct sizes. Indicate all fire dampers where required. Provide equipment schedules.
9. The City of Hobbs Fire Marshal's Office shall approve sprinkler systems plans.
10. Submit 2009 NM Energy Conservation Code energy calculations. Software calculating programs such as ComCheck are permitted.
11. **PLUMBING SYSTEM.** Show plumbing riser diagrams, all fixtures, piping, slopes, materials and sizes. Show points of connection to utilities, septic systems, pre-treatment sewer systems and water wells.
12. **ELECTRICAL SYSTEM.** Show electrical riser diagrams, all electrical fixtures (interior, exterior and site) wiring sizes and circuiting, grounding, panel schedules, single line diagrams, instantaneous fault current, load calculations and fixture schedules. Show lighting calculations and point of connection to utility.
13. **STRUCTURAL CALCULATIONS.** Where required, provide structural calculations for the entire structural system of the project. Include wind, roof and floor design loads.

14. **SPECIFICATIONS.** Either on the drawings or in booklet form, further define construction components, covering materials and methods of construction, wall finishes and all pertinent equipment. Schedules may be incorporated into a project manual in lieu of drawings.
15. **ADDENDA AND CHANGES.** It shall be the responsibility of the individual identified on the cover sheet as the prime design professional to notify the building official of any and all change throughout the project and provide revised plans, calculations and other appropriate documents prior to actual construction.
16. **REVISIONS.** For clarity, all revisions should be identified with a delta symbol and clouded on the drawings or resubmitted as a new plan set.

REQUIRED INSPECTIONS

To request an inspection e-mail us at adelgado@hobbsnm.org or call us 575-391-8158.

1. **FOUNDATION INSPECTION.** To be made after excavations for footings are complete and any required reinforcing steel is in place. For concrete foundations, any required forms shall be in place prior to inspection. All materials for the foundation shall be on the job, except where concrete is ready mixed in accordance with approved nationally recognized standards, the concrete need not be on the job. Where the foundation is to be constructed of approved treated wood, additional inspections may be required by the building official.
2. **CONCRETE SLAB or UNDER-FLOOR INSPECTION.** To be made after all in-slab or under-floor building service equipment, conduit, piping accessories and other ancillary equipment items are in place, but before any concrete is placed or floor sheathing installed, including the subfloor.
1. **FRAME INSPECTION.** To be made after the roof, all framing, fire blocking and bracing are in place and all pipes, chimneys and vents are complete and the rough electrical, plumbing, and heating wires, pipes and ducts are approved.
2. **LATH & METAL FABRIC**
3. **ENERGY-INSULATION INSPECTIONS**
4. **SPECIAL INSPECTIONS**
5. **GYPSUM BOARD INSPECTION**
6. **WEATHER-RESISTIVE BARRIER INSPECTION.** To be made after installation of the appropriate weather-resistive barrier and before such barrier is covered.
7. **FINAL INSPECTION.** To be made after finish grading and the building is completed and ready for occupancy. Final electrical, plumbing and mechanical inspections must be conducted prior to final general construction inspection. The City of Hobbs will issue the Certificate of Occupancy to the contractor after approving final general construction inspections.



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- 3. OTHER INSPECTIONS.** In addition to the called inspections specified above, the Construction Inspector may make or require other inspections of any construction work to ascertain compliance with provisions of the New Mexico Building Code and other laws which are enforced by the code enforcement agency. The licensed plumber and electrician performing the work under the appropriate permits are responsible for coordinating plumbing, mechanical and electrical inspections.

CERTIFICATE OF OCCUPANCY

No building or structure shall be used or occupied, and no change in the existing occupancy classification of a building or structure or portion thereof shall be made until the building official has issued a certification of occupancy as provided.

COMMERCIAL DEMOLITION AND RENOVATION

Call the Air Pollution Control bureau for information regarding the handling of asbestos containing materials at 1-800-224-7009 prior to demolition and renovation of existing commercial structures. The Air Pollution Control Bureau must be notified 10 days in advance of any demolition and renovation of commercial structures.

APPLICABLE CODES

The Construction Industries Division currently enforces the following codes:

- 2015 New Mexico Commercial & Residential Building Code
- 2015 International Fire Code
- 2015 International Building Code
- 2015 International Existing Building Code
- 2015 International Residential Code
- 2012 Solar Energy Code (IAPMO)
- 2009 NM Energy Conservation Code
- ICC/ANSI A117.1-2009
- 2015 New Mexico Plumbing and Mechanical Code
- 2015 Uniform Mechanical Code (IAPMO)
- 2015 Uniform Plumbing Code (IAPMO)
- 2012 Uniform Swimming Pool, Spa and Hot Tub Code
- **2017 New Mexico Electrical Code * New Adoption**
- **2017 National Electrical Code ***
- 2012 National Electrical Safety Code
- Liquefied Petroleum Gas Standards
- 2014 NFPA 58
- 2012 NFPA 57
- 2012 NFPA 54
- 2010 NFPA 52
- 2011 NFPA 1192

ACCESSIBILITY

Accessibility requirements are detailed in Chapter 11, Accessibility, of the New Mexico Building Code, and supercede Chapter 11, Accessibility, of the International Building Code. The adopted standard of quality for accessible design is the ICC/ANSI A117.1- 2009 "Accessible and Usable Buildings and Facilities".

For More Information:

CONTRACTOR LICENSE LOOK-UP

A license web site has been developed at [HTTP://PUBLIC.PSIEXAMS.COM](http://PUBLIC.PSIEXAMS.COM). This site includes the names, addresses and telephone numbers of licensed contractors and their license classification. It also includes information on licensing and required qualifications for license examination.