

Re-Roof - Residential

Los Alamos County Community Development Department
 1000 Central Avenue, Suite 150 Los Alamos, NM 87544
 505-662-8120 Fax 505-662-8363

CHECKLIST

2 COPIES OF ALL DOCUMENTATION REQUIRED

APPLICATION CHECK LIST	PROVIDED	NEEDED	NA
Permit Application completed and signed. * 5 Business Day Review time			
Proof of Authorization/Ownership (one of the following is needed): <ul style="list-style-type: none"> • Owners Affidavit • Copy of Signed the Construction Contract • CID/Homeowners Responsibility Form (residential permits only). (If assessors database does not match owner name on form further proof of ownership may be required)			
CONSTRUCTION DOCUMENTS (Building Plans to 1/4" scale MINIMUM)			
For accessory structures within 20' of a building containing <i>habitable space</i> as per Los Alamos County Fire Code, except for metal roof, information from <i>the manufacturer</i> on the fire classification of the roof assembly including: <ul style="list-style-type: none"> • class of roof (<i>minimum</i> class A for Los Alamos / class B for White Rock) • type of skylight (no plastic) 			
Write on description of work line: 1. Is this re-roof a <i>tear-off</i> or an <i>overlay</i>? Note: If there is more than one layer, it must be a tear off. 2. If this is an <i>overlay</i>, how many layers are currently on the roof? Note: Roofs can only have 2 complete layers. 3. Type of roof system (shingles, buildup, metal) 4. Pitch of roof 5. Square footage of roof area being re-roofed. Note: If re-roofing only part of the roof, PLEASE indicate which portion on permit application.			