



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

LOS ALAMOS
 where discoveries are made

Checklist

2 Copies of All Documentation Required for Residential

3 Copies of All Documentation Required for Commercial

APPLICATION CHECKLIST
Permit Application completed and signed.
For Commercial Projects a notarized Owner's Affidavit is required from the property owner
CID/Homeowners Responsibility Form – If Homeowner is acting as General Contractor <i>(If Assessor's database does not match owner name on form further proof of ownership may be required.)</i>
Information from manufacturer on fire classification of roof assembly including: <ul style="list-style-type: none"> • Class of Roof (Class A for Los Alamos, Class B for White Rock) • Type of skylight – Plastic not allowed (if a new skylight or existing skylight is being replaced)
Please include the following information on the description line of the permit application: <ul style="list-style-type: none"> • Is this a tear-off or an overlay • If it is an overlay, please stipulate how many existing layers (overlay only permitted if there is only one existing layer, if there is more than one existing layer, you must tear off roof to decking) • Type of roof system being installed • Pitch of roof • Square footage of portion of roof receiving new roof covering (if putting a new roof covering on only a portion of the roof, indicate which portion)

Valuation is required on all projects. The valuation includes labor and materials. If you are doing the work as a homeowner, you must assign a value to your labor.

** This list is not all inclusive, additional information may be required depending on scope of project**

Permit Application

FOR OFFICE USE ONLY

Date: _____

Plan/Permit #: _____

Plan Review Fee: _____

Floodplain: _____

Please complete all areas on this form that apply. Incomplete applications may delay process.

____ Residential

____ Commercial

Project Address: _____

Owner: _____ Address: _____

Phone: _____ Email: _____

Contractor: _____ Phone: _____ Email: _____

Address: _____ License #: _____

Design Professional (if applicable): _____ Phone: _____

Address: _____ Email: _____

Main Point of Contact: Owner: ____ Contractor: ____ Design Professional: ____

Type of Work:

<input type="checkbox"/> Accessory Structure	<input type="checkbox"/> Fence **	<input type="checkbox"/> Remodel	<input type="checkbox"/> Sun Room	<input type="checkbox"/> Sign Permanent
<input type="checkbox"/> Addition	<input type="checkbox"/> Fireplace	<input type="checkbox"/> New Dwelling	<input type="checkbox"/> Photovoltaic	<input type="checkbox"/> Sign Temporary
<input type="checkbox"/> Curb-Cut	<input type="checkbox"/> Foundation	<input type="checkbox"/> New Roof	<input type="checkbox"/> Re-Roof	<input type="checkbox"/> Window/Door
<input type="checkbox"/> Deck/Porch Carport	<input type="checkbox"/> Grading/Excav.	<input type="checkbox"/> Other	<input type="checkbox"/> Siding/Stucco	<input type="checkbox"/> Demo

Square Footage: Heated _____ Garage: _____ Deck, Carport, Porch or Patio Cover _____ Total Sq. Ft. _____

Valuation of Work: \$ _____ Number of Stories: _____ Height _____

Description of Work: _____

Name: _____ Date: _____ Signature: _____

I understand that by entering my name above, it constitutes as a legal signature.

****Easement Encroachment.** This permit authorizes the permit holder to construct/install a non-permanent structure (requires no subsurface foundation or structural member), within the boundaries of an existing public utility easement. Whenever this is the case, permittee shall be fully responsible (at permit holder's cost) for the removal and replacement of such non-permanent structure(s), at any time County personnel or County contractor may deem the structure interferes with work on the public utility for which the easement is in place. Any encroachment to the right of way or easements shall ensure that exiting drainage patterns are being maintained and unimpeded as applicable.

Bldg: _____ Util: _____
 Plng: _____ PW: _____ Fire: _____

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 Rev. 2/2018