



Roof Mounted Photovoltaic & Hot Water Solar Panels

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 is required for Residential

3 Copies of all documentation is required for Commercial

| APPLICATION CHECKLIST |
|--|
| Permit Application completed and signed. |
| 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> |
| Roof Plan to include: <ul style="list-style-type: none"> • Size and Type of rafters • Type of Decking • Slope of Roof • Type of Existing Roof |
| Panel Layout Plan to include: <ul style="list-style-type: none"> • Exact panel locations and sizes • Weight in pounds • Weight per attachment point and number of attachment points |
| Anchoring system for panel support structure to roof including engineering and flashing details |
| Anchoring system for PV panels to support structure including engineering |
| Height of tallest portion/point of completed assembly from the finished grade. |

All Commercial plans require a NM Engineer stamp and GB 98 Licensed Contractor

Structural analysis must be performed by a professional engineer licensed in the state of New Mexico in order to determine if the roof structure is capable of supporting the added loads of a solar PV electric module when any of the following occur:

- a) The total added dead load of the array is greater than 5 lbs. per square foot on roof construction
- b) The total added point load of the array is greater than 45 lbs. on roof construction
- c) The total added dead load exceeds 200 lbs. on any one truss, rafter or roof joist
- d) The mounting of the system is of a unique roof mounted design
- e) The roof structure contains over-spanned trusses, rafters or roof joists

** 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