



LOS ALAMOS

where discoveries are made

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
Email: permit.techs@lacnm.us

Checklist

*** If not applying electronically, 2 copies of all documentation will be required.**

| APPLICATION CHECKLIST |
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| Permit Application completed and signed. |
| • For Inspector Safety all roofs with a 5/12 pitch and up will be inspected by drone only, pro-panel roofs at 4/12 pitch. A drone consent form must be completed by the homeowner prior to any inspection being scheduled or conducted. |
| Commercial Projects require: <ul style="list-style-type: none"> • Notarized Owner's Affidavit from the property owner. • Design professional seal on scope of work |
| 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 will 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) • Underlayment specs • Type of Skylight (no plastic- Tempered Glass required) |
| Please include the following information on the description line of the permit application: <ul style="list-style-type: none"> • Complete tear off to deck or 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. • Indicate if the insulation will be removed and replaced. • Pitch/slope of roof • Diagram must be provided for direction of drainage for all low slope projects. • 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) • Canales being removed, replaced or added. |

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 the project.