



New Roof Structure

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 for Residential

3 Copies of All Documentation 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>
For commercial projects a signed and notarized owner's affidavit from the property owner is required
Roof Framing Plan to include: <ul style="list-style-type: none"> • Lumber Dimensions, Spacing, Spans • Detail of Existing Structure (load path from bearing point to bottom of foundation) • New framing connection detail
Manufactured lumber information including: <ul style="list-style-type: none"> • Type (TJI, LVL, Microllam, Parallam) • Load Data
Information from manufacturer on truss details including Engineer stamp (if using trusses)
Elevation Drawings including height from grade to top of roof
Information from manufacturer on flame spread rate of exterior materials to include: <ul style="list-style-type: none"> • Class of Roof (Class A for Los Alamos, Class A or B for White Rock) • Type of Skylight • Composite Decking Material • Class of Roof for Deck Cover and Carports (Class A for Los Alamos, Class A or B for White Rock) • Identify All Exterior Materials and How They Meet the Current Fire Code

For commercial projects, a NM Design Professional stamp is required on the plans.

Roof eaves may project no more than two feet into any required setback

If there are any overhead powerlines, we will need to know the distance between them and the closets point of the roof

Plastic Skylights are not allowed in Los Alamos County

** 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