



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

| APPLICATION CHECKLIST |
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| Permit Application completed and signed. <ul style="list-style-type: none"> For Inspector Safety all roofs with a 4/12 pitch and up will be inspected by drone only. A drone consent form must be completed by the homeowner prior to any inspection being scheduled or conducted. |
| 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**