



New Roof Structure

Los Alamos County Community Development Department
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Application Checklist

**If not applying electronically 2 Copies of all documentation is required*

Code Cycle: 2021 International Building Code / 2021 International Residential Code / 2021 International Energy Conservation Code	Provided	Required	Not Applicable
Los Alamos Design Criteria (wind 90 mph, snow 30 psf, and seismic category C)			
Permit Application completed and signed			
CID/Homeowners Responsibility Form – If Homeowner is acting as General Contractor (If Assessor's database does not match owner name on form further proof of ownership may be required. Must be owner's primary residence)			
Commercial Projects require			
* Notarized Owner's Affidavit from the property owner			
* Stamped plans with a New Mexico Design professional seal			
Roof Framing Plan to include			
* Lumber Dimensions, on centers, and Spans			
* Detail of Existing Structure (load path from bearing point to bottom of foundation)			
* New framing connection detail			
* Insulation R-Value (minimum R49 required)			
Engineered lumber Calculation sheets required for the following: * TJI, LVL, Microllam, Parallam, etc.			
Information from manufacturer on truss details including Engineer stamp (roof snow load 30psf, wind 90mph, 3 second gusts, reviewed under the 2021 IRC/IBC)			
Elevation Drawings including height from grade to top of roof			
Drainage Plan			
Planning Case- Certificate of Approval			
Information from manufacturer on fire classification of roof assembly including			
* Shingles Class A only			
* Ice and Water Barrier Specs- Required for shingle roofs			
* Class A underlayment manufactured specs required for metal and shingle roofs.			
* Metal roof: manufactures specifications showing gauge and minimum slope allowed on a roof.			
* TPO complete Class A manufactured assembly stating adhered, mechanically, or torch.			
* Facia and soffits are required to be non-combustible, have Class I flame spread, or fire rated lumber			
* Type of Skylight - U-factor cannot exceed .55 (Tempered Glass required)- Manufactured specs required.			
* Skylight frame detail, if applicable			
* Parapets require frame detail showing the following: lumber size, dimensions, on centers, method of attachment, sheathing, air and weather barrier, stucco system (2/3 coat and gauge of wire) or non-combustible/Class I flame spread siding (manufactured specs required).			
* Canales must comply with 2021 NMAC			
* Reglet manufactured specs required If using a termination bar. Exposed termination bars are prohibited.			
Drone Consent form (Optional, but encouraged for roofs greater than 4/12, multi-story buildings, inclement weather conditions). Inspector safety may override optional to mandatory.			

* If there are any overhead powerlines, Identify the distance between them, and the closets point of the roof

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

Reviewed by Permit Tech: _____

Revised 7-30-25