



Roof Mounted Photovoltaic & Hot Water Solar Panels

Los Alamos County Community Development Department
1000 Central Avenue, Suite 150, Los Alamos, NM 87544

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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 / 2018 International Energy Conservation Code	Provided	Required	Not Applicable
Permit Application completed and signed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commercial: Completed and signed notarized owner's affidavit from property owner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All Commercial plans require a NM Engineer stamp (stamp required on each individual page).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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.) * Homeowner's will be required to apply and obtain the electrical permit through Construction Industries Division prior to applying with Los Alamos County. Copies of all documents approved by CID will be required upon application with LA County.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Panel Layout Plan to included: • Exact panel locations and sizes • Dead Load • Snow Load	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Plans must comply with Los Alamos County design criteria: • Wind speed 90 mph • Seismic C	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
System fire classification- Class A for Los Alamos / Class B for White Rock	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Roof Access and Pathways identified on plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Anchoring system for panel support structure to roof.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Anchoring system for PV panels to support structure.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Certificate of approval from Planning Division if applicable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All Plans will require NM Engineer stamp if any of the following occur (stamp required on each page): * The total added dead load of the array is greater than 5 lbs. per square foot on roof construction. * The total added point load of the array is greater than 45 lbs. on roof construction. * The total added dead load exceeds 200 lbs. on any one truss, rafter, or roof joist. * The mounting of the system is of a unique roof mounted design. * The roof structure contains over-spanned trusses, rafters, or roof joists.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

Reviewed by Permit Tech: _____

Revised 1-19-24