



CITY OF ALBUQUERQUE

Planning Department

Building Safety Division

COMMERCIAL RE-ROOF CONSTRUCTION

Permit Application

Building Permit # _____

Building Permit Fee _____

Submit two (2) sets of a legible drawing of the new roof with dimensions and drainage plan. Provide roof system specifications and slope of roof.

CONSTRUCTION ADDRESS _____

Valuation of Work \$ _____

Type of Application:

Built-Up Roof

Shingle

Metal

Tile

Asphalt

Re-cover

Wood Shingle

Single Ply Membrane

Tear-off / Replacement (required if more than one roof exists.)

Slope code compliant

Does the Roof provide Positive Roof Drainage as defined by NMAC CH. 15? Yes No

Will the Gravity Load increase in any Structural Element be 5% or Less? Yes No

How Many Roofs Are On The Building Now? _____

Type of Existing Roof(s) _____

Owner _____

Phone _____

Address _____

Contractor:

Company Name _____

Address _____

NM State License # _____

NM State CRS # _____

License Classification _____

Abq. Business Reg. #BR _____

Applicant _____

Date _____

Issued By _____

Date _____



COMMERCIAL RE-ROOF PERMIT

Requirements & Fee Information

- Failure to obtain a permit prior to starting a job may result in a stop work notice and a double fee.
- Commercial re-roof permits may be obtained from the Building Permit Office 600 2nd St., N.W. @ ground level.
- Only New Mexico licensed contractors may obtain permits for commercial re-roofs.
- Inspections - When the new roof is at least 50% complete, the contractor must request inspections by calling (505) 924-3320 or (505) 924-3326 or faxing (505) 924-3970 to the Building Section. A one (1) day notice is required for inspection requests.
 - Access will be required.
 - Roof systems required at time of inspection.
 - A core sample may be required to determine how many roofs have been applied.

ALL COMMERCIAL OCCUPANCIES INCLUDING APARTMENTS

| <u>VALUATION</u> | <u>ADMINISTRATIVE FEE</u> | <u>INSPECTION FEE</u> | <u>TOTAL</u> |
|-------------------------|----------------------------------|------------------------------|---------------------|
| \$ 501 - \$5,000 | \$25.00 | \$ 25.00 | \$ 50.00 |
| 5,001 – 10,000 | \$25.00 | \$ 35.00 | \$ 60.00 |
| 10,001 – 20,000 | \$25.00 | \$ 55.00 | \$ 80.00 |
| 20,001 – 30,000 | \$25.00 | \$ 95.00 | \$120.00 |
| 30,001 – 40,000 | \$25.00 | \$135.00 | \$160.00 |
| 40,001 – 50,000 | \$25.00 | \$175.00 | \$200.00 |
| OVER – 50,000 | \$25.00 | \$215.00 | \$240.00 |

- Materials and methods of application used for recovering or replacing an existing roof system shall comply with the requirements of Chapters 15 and 34 of the currently adopted International Building Code.

DISCLAIMER: Handouts should not be used as substitutes for codes and regulations. As an applicant, you are responsible for compliance with all code and rule requirements, whether or not they are described in a handout. The required drawings will depend upon the size, nature and complexity of the project