



CITY OF ALBUQUERQUE

Planning Department

Building Safety

RESIDENTIAL RE-ROOF PERMIT **Requirements & Fee Information**

- Residential re-roof permits may be obtained from the Building Safety office located in the inspection area in the basement level, 600 2nd St., N.W.
- Homeowners may only obtain re-roof permits for **a single family dwelling that they own and occupy**. New Mexico licensed contractors must obtain re-roof permits when hired to do the job.
- Inspections - When work is at least 50% complete, the Contractor / Homeowner 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. Failure to obtain a permit prior to starting a job may result in a stop work notice and a double fee.
 - Access will be required.
 - A core sample may be required to determine how many roofs have been applied..

RESIDENTIAL (R-3 OCCUPANCIES ONLY)

<u>ADMINISTRATIVE FEE</u>	<u>INSPECTION FEE</u>	<u>TOTAL</u>
\$15.00	\$20.00	\$35.00

- Materials and methods of application used for recovering or replacing an existing roof covering shall comply with the requirements of Chapter 9 of the 2009 International Residential Code and the 2009 International Existing 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



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 PHONE (505) 924-3326 FAX (505) 924-3970

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RESIDENTIAL RE-ROOF PERMIT

PERMIT NO. _____

DATE: _____

\$ 20.00 INSPECTION FEE

\$ 15.00 ADMINISTRATION FEE

\$ 35.00 TOTAL

JOB ADDRESS: _____

CONTRACTOR'S NAME: _____

CONTRACTOR'S ADDRESS: _____

LICENSE NO. _____

LICENSE TYPE: _____

CHECK APPROPRIATE BOX

- BUILT-UP ROOF ASPHALT
- SHINGLE WOOD SHINGLE
- CORRUGATED METAL SINGLE PLY MEMBRANE
- TILE
- RE-COVER REPLACEMENT

CALL FOR INSPECTION WHEN NEW ROOF IS AT LEAST 50% COMPLETE

NOTICE: DOUBLE FEES MAY BE CHARGED FOR WORK STARTED WITHOUT FIRST OBTAINING A PERMIT.

PERMIT NO. _____

DATE: _____

\$ 20.00 INSPECTION FEE

\$ 15.00 ADMINISTRATION FEE

\$ 35.00 TOTAL

JOB ADDRESS: _____

CONTRACTOR'S NAME: _____

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