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 ☐ Re-cover
☐ Shingle ☐ Wood Shingle
☐ Metal ☐ Single Ply Membrane
☐ Tile ☐ Tear-off / Replacement (required if more than one roof exists.)
☐ Asphalt ☐ 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

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- 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.