



# CITY OF ALBUQUERQUE

## Planning Department

### Building Safety

#### COMMERCIAL RE-ROOF PERMIT Requirements & Fee Information

- Commercial re-roof permits may be obtained from the Building Permit Office One Stop Shop, 600 2<sup>nd</sup> St., N.W.
- Only New Mexico licensed contractors may obtain permits for commercial re-roofs.
- Inspections - When work 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. 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.
- Commercial jobs will require three (3) copies of a scaled drawing of the roof with dimensions and drainage plan. Provide roof system specifications.

#### COMMERCIAL (APARTMENTS R-1, R-2, R-4 AND ALL OTHER OCCUPANCIES)

<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 covering shall comply with the requirements of Chapters 15 and 34 of the 2009 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



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### Building Safety

#### COMMERCIAL RE-ROOF CONSTRUCTION

##### Permit Application

Building Permit # \_\_\_\_\_

Building Permit Fee \_\_\_\_\_

Submit three (3) sets of a scaled 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**

**Corrugated Metal**

**Tile**

**Asphalt**

**Re-cover**

**Wood Shingle**

**Single Ply Membrane**

**Tear-off / Replacement**

How Many Roofs Are On The Building Now? \_\_\_\_\_

Type of Existing Roof(s) \_\_\_\_\_

Description of Work \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Owner \_\_\_\_\_

Phone \_\_\_\_\_

Address \_\_\_\_\_

**Contractor:**

Company Name \_\_\_\_\_

Address \_\_\_\_\_

NM State License # \_\_\_\_\_

NM State CRS # \_\_\_\_\_

License Classification \_\_\_\_\_

Abq. Business Reg. # FA \_\_\_\_\_

Applicant \_\_\_\_\_

Date \_\_\_\_\_

Plan Reviewer \_\_\_\_\_

Date \_\_\_\_\_