



City of Santa Fe Land Use Department

Construction Application & Checklist Commercial and Residential Re-Roof Submittals

OFFICE HOURS:
MONDAY – FRIDAY
8:00AM TO 5:00PM

CLOSED
12:00PM -1:00PM

TO BE COMPLETED BY CITY STAFF

APPLICATION TRACKING #

TYPE _____ ACCEPTED BY _____ DATE ACCEPTED ____/____/____

PLAN CHECK FEE \$ _____ WATER BUDGET FEES \$ _____ PERMIT FEE \$ _____

ZONE DISTRICT: _____ **LAND USE CLASSIFICATION:** Escarpment Floodplain Historical

TO BE COMPLETED BY APPLICANT



SITE ADDRESS	SUBDIVISION	LOT	BLOCK
<input type="checkbox"/> Owner/Builder PROPERTY OWNER _____ MAILING ADDRESS _____ DAY TIME PHONE (____) _____ EMAIL ADDRESS _____	<input type="checkbox"/> Contractor CONTRACTOR NAME: _____ MAILING ADDRESS _____ DAY TIME PHONE (____) _____ State License # _____ City License # _____ EMAIL ADDRESS _____		

PROJECT INFORMATION:

Construction Valuation \$ _____ Roofing Sq. Ft. _____ Building Type: _____

Roof Pitch _____ No. of Existing Layers _____ Roof Classification _____ (A, B, or C)

OVERLAY DISTRICTS:

Historic Preservation Districts (pre-approval required, if applicable) Escarpment Overlay District (pre-approval required, if applicable)

DOCUMENT SUBMITTALS: 2 Sets of the following:

- Roof Plan:** Type of roof system, the roof slope, and roof drainage
- Manufacturer's specifications and installation instructions**

ALL COMMERCIAL RE-ROOF PROJECTS REQUIRE PROFESSIONAL SEALS TO ENSURE THE FOLLOWING:

- The structure is sufficient to sustain the weight of the additional dead load for the new roof system
- The roof deck is structurally sound
- Roof drains and drainage are sufficient to prevent extensive accumulation of water
- The existing roof system is securely attached to the deck
- The existing roof assembly above the deck line is dry or otherwise not deteriorated
- Fire retardant requirements are maintained

I hereby certify that I am the duly appointed agent authorized to act on behalf of the property owner. I also certify that the information provided in this application is true and correct and it represents the current and proposed status of the subject property; that the plans submitted with this application are complete and in compliance with the building standards set forth in the Santa Fe City Code; and that the plans illustrate all public and private easements located on the property. I also certify that plans and submittals have been prepared in accordance with the submittal checklist. I further understand that failure to follow submittal checklist will result in the delay or rejection of my application.

Contact Name _____ Contact Phone (____) _____

Signature _____ Date ____/____/____

200 Lincoln Avenue, Santa Fe, NM 87501 (505) 955-6585

*****APPLICATION MUST BE SUBMITTED IN PERSON******