



City of Santa Fe Land Use Department

Construction Application & Checklist Commercial and Residential Re-Roof Submittals

TO BE COMPLETED BY APPLICANT

PERMIT# _____ 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 _____

Owner/Builder
PROPERTY OWNER _____
MAILING ADDRESS _____
DAY TIME PHONE (____) _____
EMAIL ADDRESS _____

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 ____ / ____ / ____



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PERMIT PROCESS

- 1. SUBMIT ALL SUBMITTAL REQUIREMENTS ONLINE VIA THE CITIZEN SELF SERVICE (CSS) PORTAL <https://santafenm-energypub.tylerhost.net/Apps/selfservice#/home>
- 2. STAFF CONDUCTS A PRELIMINARY REVIEW OF THE ONLINE PERMIT APPLICATION.



- 3. IF SUBMITTAL IS COMPLETE STAFF WILL PROCESS PERMIT AND ROUTE FOR REVIEW.
- *IF PLANS EXCEED PRINTING CAPABILITIES AN APPOINTMENT MAY BE REQUIRED FOR APPLICANT TO DROP OFF PLANS
- 4. REVIEW STAFF CONDUCTS REVIEW OF PLANS AS PER CODE REQUIREMENTS



- 5. ONCE ALL REVIEWS ARE COMPLETE BY REVIEW STAFF REVIEWERS MAY REQUIRE REVISIONS (CORRECTIONS/ADDITIONAL INFO) TO BE SUBMITTED. THE APPLICANT THEN REVIEWS THE COMMENTS FROM REVIEW STAFF MAKES REQUIRED CHANGES AND SUBMITS THEIR REVISIONS (CRQ'S) FOLLOWING THE REVISIONS SUBMITTAL PROCEDURE AVAILABLE ON OUR WEBSITE.



- 6. IF A REVISION SUBMITTAL IS REQUIRED IT IS THEN RE ROUTED TO EACH APPLICABLE REVIEWER. ONCE APPROVED THE PERMIT IS ROUTED THROUGH A FINAL ADMINISTRATIVE PROCESS, AT THE END OF THAT PROCESS AN APPROVAL EMAIL IS SENT TO THE APPLICANT WITH INSTRUCTIONS ON HOW TO PAY FEES ONLINE, ONCE FEES ARE PAID AN ISSUANCE DATE WILL BE PROVIDED.

RE-ROOF PERMITS MUST BE SUBMITTED ONLINE VIA CSS