



City of Portales

200 East 7th Street, Portales, NM 88130
Phone (575) 356-8449 Fax (575) 226-0204

Roofing Permit Application

*Work begun prior to payment of permit, will result in fee being doubled.
All information must be completed before submitting this application.
House address and permit card must be visible at all times during construction.*

Date of Application:				
Project Address:				
Property Owner:				
Address:	City:	State:	Zip:	Phone #:
Applicant/Contractor's Name:				NM State License #:
Address:	City:	State:	Zip:	Phone #:
Sub-Contractor's Name:				Phone #:

DESCRIPTION OF PROJECT: (Check all that apply)

<u>Type of Project:</u>	<u>Type of Roof:</u>	<u>Type of Material:</u>
<input type="checkbox"/> Residential	<input type="checkbox"/> Pitched	<input type="checkbox"/> Wood Shingle/Shake
<input type="checkbox"/> Commercial	<input type="checkbox"/> Flat	<input type="checkbox"/> Composition Shingle
<input type="checkbox"/> One (1) Overlay		<input type="checkbox"/> Built Up
<input type="checkbox"/> Complete Tear Off		<input type="checkbox"/> Tar & Gravel
		<input type="checkbox"/> Metal

Total dollar amount of project: \$ **Number of Squares:** (3 bundles = 1 square)

WILL ANY plumbing, mechanical, or electrical units or fixtures be disconnected and reconnected that will require separate permits? YES NO

If yes, please detail below: _____

* If project is being done by the Homeowner, then an Affidavit for Homeowner Construction Permit must be filled out, signed and Notarized.

*I hereby certify that all information in this permit is correct and that any additional required permits will be obtained.
All work will be done in strict accordance with the building and zoning codes of the City of Portales, New Mexico.*

Applicant's Signature

Date