



CITY OF ARTESIA **PERMITS & INSPECTIONS**

A Division of the Planning Department

ATTENTION ROOFING CONTRACTORS AND HOME OWNERS DOING ROOFING PROJECTS

- All roofing projects require permits and inspections on each project over 100 square feet in size.
- A pre-roof inspection will be required on all reroof projects, overlay or strip off.
- A roof sheathing/nailing inspection maybe required as well and will be indicated on the pre-roof report issued at the pre-roof inspection. If a strip off is going to be done the pre-roof and roof sheathing/nailing inspection maybe done at the same time after the roof is stripped and prior to covering.
- The roofing manufacturer's installation instructions may be required at next inspection, if required the request will be on the pre-roof report.
- All roofing is to be installed per the manufacturer's installation instructions. If an alternate method is to be used, provide the manufacturer's alternate installation instructions to the building inspector prior to installation for approval.
- All roof jacks are to be installed shingle style as per instructions.
- Most shingle roofs require step flashing at the vertical side wall to roof locations, continuous "L" flashing will not be acceptable if step flashing is required by the manufacturer's instructions.
- Crickets will be required on the ridge side of any roof penetrations over 30" wide. Example: Vertical walls, chimneys, skylights, etc.
- Attic ventilation will be required to meet minimum code requirements and will be addressed on the pre-roof report as needed.
- Please schedule inspections a minimum of 1 business day in advance for pre-roof, roof sheathing (if needed), and final inspections.
- Many commercial buildings may have asbestos; an asbestos survey report may be required at time of permit submittal for commercial projects. NM 61.145

**City of Artesia
Community Development Department
801 Bush St.
Artesia, New Mexico 88210**

Phone – 575.748.8298

Fax – 575.746.8502