



**CITY OF ROSWELL  
PLUMBING/MECHANICAL  
PERMIT APPLICATION**

PO Box 1838 · Roswell, NM 88202-1838  
Phone: (575) 637-6280 · ROSWELL-NM.GOV

**FOR OFFICIAL USE ONLY**

Date: \_\_\_\_\_  
Permit #: \_\_\_\_\_  
Permit #: \_\_\_\_\_

All permits MUST BE secured before work is started. Jobs started where No permit has been issued shall be charged at **DOUBLE the permit and inspection rate**. If permit is NOT completely filled out, the permit **WILL NOT** be accepted. It is your responsibility to make sure everything is complete.

Please indicate which quadrant work is being done at:    NW    NE    SW    SE

Date: \_\_\_\_\_ Job Address: \_\_\_\_\_

Owner Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Contractor BusinessName: \_\_\_\_\_ Phone: \_\_\_\_\_

Contact Email: \_\_\_\_\_

License #: \_\_\_\_\_ Contractor Business License: \_\_\_\_\_ Residential:    Old    New  
Commercial:    Old    New

PLUMBING PERMIT	QTY	FEE	AMOUNT	GAS/HVAC PERMIT	QTY	FEE	AMOUNT
Sewer Tap (Alley Cut Permit Required)		\$10.00		<b>Yard Line</b> up to five outlets or MERC test on existing (Gas pipe only)		\$10.00	
Bldg/Sewer/Mobile Home		\$5.00		BTU Load      BTU Load			
Plumbing Fix/Water Discharge		\$7.00		BTU Load      BTU Load			
Water Distribution/Re-Pipe		\$5.00		BTU Load      BTU Load			
Water Heater (electric)		\$7.00		<b>Total BTU Load:</b>			
Water Conditioners		\$7.00		Additional/Gas Outlets (gas pipe only)		\$1.00	
Grease Trap/Test Port		\$10.00		Water Heater		\$7.00	
Vacuum Breaker/Backflow Device		\$7.00		Range		\$6.50	
Repair Drain/Vent Piping		\$5.00		Boiler/Capacity Under 1,000,000		\$13.50	
Sprinkler System (commercial)		\$7.00		Central Furnace/Includes Duct Work		\$13.25	
Sprinkler System (residential)		\$7.00		Wall/Floor Unit Heater		\$13.25	
Solar System (each)		\$5.00		Air Handler/Fan Coil		\$9.50	
Swimming Pool (public)		\$30.00		Ventilation System (each)		\$6.50	
Swimming Pool (private)		\$20.00		Heat Pump/Condenser		\$9.50	
				Duct Work System		\$9.50	
Insuance of each Permit & Final Inspection	1	\$20.00	\$20.00	Hood/Exhaust (residential)		\$6.50	
<b>TOTAL</b>				Hood/Exhaust (commercial)		\$9.50	
				Process Piping (per outlet)		\$1.00	
				Evaporation Cooler (each unit up to 10,000 CFM)		\$9.50	
				Evaporative Cooler (each unit over 10,000 CFM)		\$16.15	
				Insuance of each Permit & Final Inspection	1	\$20.00	\$20.00
				<b>TOTAL</b>			

or email form to [c.gamboa@roswell-nm.gov](mailto:c.gamboa@roswell-nm.gov)