

## ROOFING APPLICATION PROCESS

- FILL OUT BUSINESS REGISTRATION ON CITY OF LOVINGTON WEBSITE
  - DROP DOWN ON TOP TAB – “OTHER”
  - FORMS
  - BUSINESS REGISTRATION APPLICATION
- PROVIDE COPY OF STATE OF NEW MEXICO CONTRACTORS LICENSE
- MUST PULL A PERMIT WITH STATE OF NEW MEXICO (rld.nm.gov)
- MUST HAVE NEW MEXICO TAX ID NUMBER (CRS NUMBER)
- BEFORE PERFORMING WORK ON A LOCATION
  - FILL OUT PLANNING & ZONING APPLICATION ON LOVINGTON WEBSITE
    - SEND TO CRYSTAL BALL AT [CBALL@LOVINGTON.ORG](mailto:CBALL@LOVINGTON.ORG)
- NO “DOOR TO DOOR” SOLICITATION
- NO DOOR HANGERS OR FLYERS
- YOU MAY EMAIL FORMS TO [SLESTER@LOVINGTON.ORG](mailto:SLESTER@LOVINGTON.ORG) OR BRING TO CITY HALL, 214 S. LOVE
- BUSINESS LICENSE IS \$25.00, PLUS 4.25 IF USING CREDIT/DEBIT CARD