



RESIDENTIAL RE-ROOFING PERMIT: TECHNICAL SPECIFICATIONS & INSPECTION GUIDE

DETAILS For further information and technical specifications on any step of the process, click the “Details” button next to it

START

Step 1: Application

A **geotagged** photo of the exterior of the house and the existing roof

DETAILS

A Signed Estimate or Contract

DETAILS

Properties located in Historic District Landmarks Commission (HDLC) or Vieux Carré Commission (VCC) require an HDLC or VCC Sub-Permit for additional review before issuance

DETAILS

FEES ARE PAID AFTER PERMIT APPROVAL

PERMIT IS ISSUED AFTER PAYMENT AND MUST BE VISIBLY POSTED AT WORK SITE

Step 2: Installation (Inspection Photos)

The following **GEO-tagged** photos must be captured step-by-step during each phase of installation to be submitted together as the permit's Final Inspection:

1 Removal of existing roof

DETAILS

2 Installation of water intrusion

DETAILS

3 Installation of the drip-edge and flashing

DETAILS

4 Installation of shingles or metal panels

DETAILS

4 clear, wide-angled photos of **EACH** stage
(1 photo from each direction; **front**, **left**, **right**, and **rear**.)
For a total of **16** Inspection Photos.

Step 3: Certificate of Occupancy Issuance

Upload all Inspection Photos to the Permit's Documents via the **OneStopApp**

E-mail **inspections@nola.gov** to inform our Building Inspectors that Inspection Photos have been uploaded and are ready for review

Once permit is closed, a confirmation e-mail will be sent to applicant and permit status will read “Closed” on OneStop

✓ Certificate of Occupancy is issued

FINISH

NOTE: Effective January 1, 2026, Louisiana State Law requires all contractors performing roof and reroofing projects to possess a Louisiana Residential Roofing License.

Step 1: Application

A **geotagged** photo of the exterior of the house and the existing roof



A Signed Estimate or Contract

A signed agreement between the roof contractor and property owner (with **both** signatures **AND** printed names for both parties) containing a list of both labor and materials and the total cost combined.

Reroofing Estimate		01/XX/2026
Roof There It Is, LLC 555 Avenue Street New Orleans, LA 70112		License No. 000001 phone: (504) 555-5555 email: notarealcontractllc@email.com
DESCRIPTION	TOTAL	
MAIN ROOF	\$5,635.00	
-Remove, Haul, Tear - Off & Dispose of 1 Layer of Existing Roof.		
-Install Owens Corning™ Architectural Oakridge® with StreakGuard™ Algae Resistance.		
-Install Hip and Ridge Shingles		
-Install Synthetic Underlayment for added Protection Against Moisture & Wind Driven Rain.		
-Remove & Replace Ventilation (Ridge Vent and/or Square Vent)		
-Remove & Replace Pipe Flashing - 3-in-1 Plumbing Accessories.		
-Install Starter Shingle		
-R&R Chimney Flashing		
-Remove & Replace Drip edge.		
-Install Ice & Water Shield per code to help protect vulnerable areas from water.		
-Apply Caulk to All Flashings to Seal Properly and Avoid Corrosion.		
ADD-ON ROOF (Backside of house)	\$2,910.60	
Base Retail OC Roof Replacement LA		
-Remove, Haul, Tear - Off & Dispose of 1 Layer of Existing Roof.		
-Install Owens Corning™ Architectural Oakridge® with StreakGuard™ Algae Resistance.		
-Install Hip and Ridge Shingles		
-Install Synthetic Underlayment for added Protection Against Moisture & Wind Driven Rain.		
-Remove & Replace Ventilation (Ridge Vent and/or Square Vent)		
-Remove & Replace Pipe Flashing - 3-in-1 Plumbing Accessories.		
-Install Starter Shingle		
-Remove & Replace Drip edge.		
-Install Ice & Water Shield per code to help protect vulnerable areas from water.		
-Apply Caulk to All Flashings to Seal Properly and Avoid Corrosion.		
	Quote subtotal	\$8,545.60
	Total	\$8,545.60
Jane Client Contractor Full Name	Jane Client Client Representative Signature	Jane Client Property Owner Client Representative Name and Title
John Contractor Contractor Full Name	John Contractor Contractor Representative Signature	John Contractor Project Manager Contractor Representative Name and Title

HDLC or VCC Sub-Permit (If Applicable)

Properties located in Historic District Landmarks Commission (HDLC) or Vieux Carré Commission (VCC) require an HDLC or VCC Sub-Permit for additional review before issuance

If you aren't sure if your property is within a historic district, the [City of New Orleans Property Viewer](#) can provide detailed information by searching the property's address and scrolling down to **"Jurisdiction"** under **"Local Historic District"**

For more information on either HDLC or VCC Sub-Permits, visit [HDLC – Home Page](#) or [VCC – Home Page](#)

Step 2: Installation (Inspection Photos)

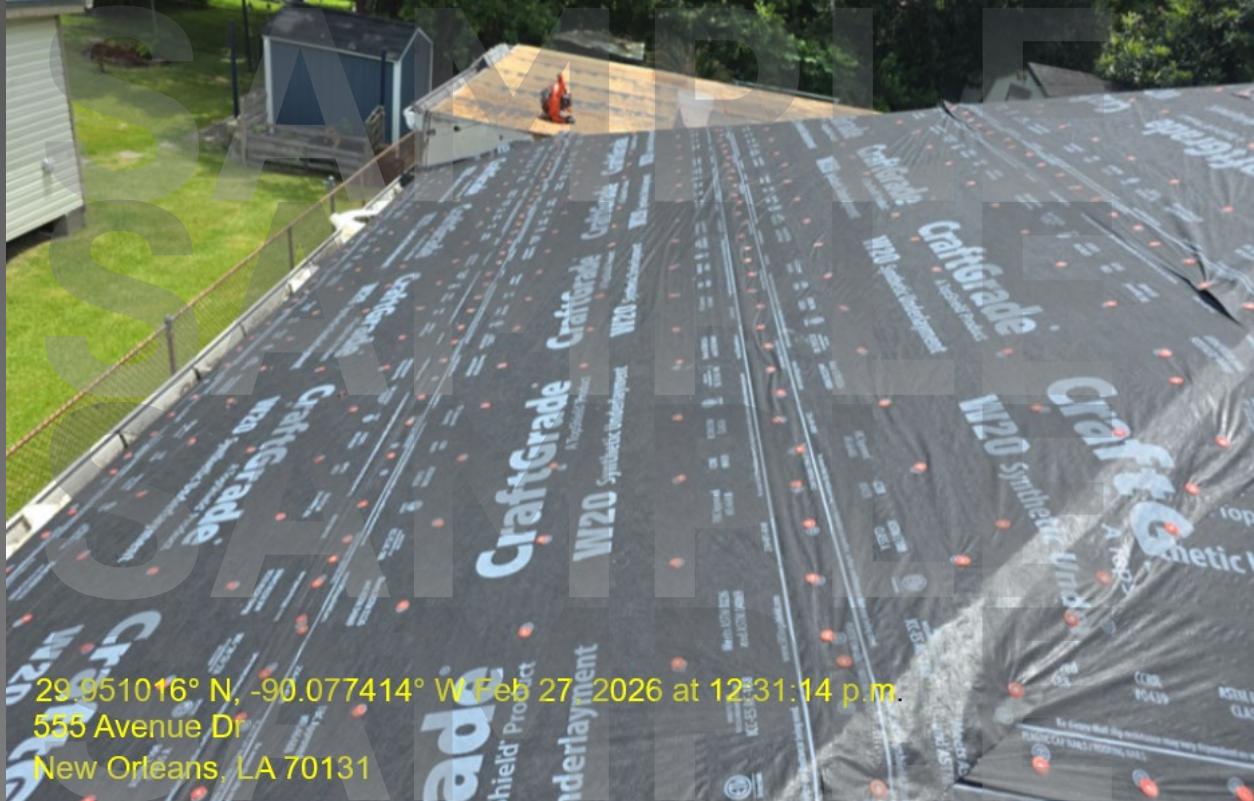
1 Removal of existing roof

4 geotagged photos (1 photo from each direction; **front**, **left**, **right**, and **rear**.) must be taken during the removal of the already existing roof, showing the decking underneath.



2 Installation of water intrusion

4 geotagged photos (1 photo from each direction; **front**, **left**, **right**, and **rear**.) must be taken prior to covering self-adhering underlayment or self-adhering 4-inch strips.



Technical Specifications – Underlayment (1/2)

- As an alternative to the standard underlayment application where wind design is required [IRC Table R905.1.1(2)], in accordance with IRC Section 905.1.1, Exception 1, self-adhering polymer-modified bitumen underlayment bearing a label indicating compliance with ASTM D1970, or Exception 2, a minimum 4-inch wide strip of self-adhering polymer-modified bitumen membrane bearing a label indicating compliance with ASTM D1970, installed in accordance with the manufacturer's installation instructions for the deck material, shall be applied over all joints in the roof decking.
- An approved underlayment complying with the applicable roof covering for areas where wind design is not required in accordance with IRC Figures shall be applied over the entire roof over the 4-inchwide membrane strips.
- Underlayment shall be applied in accordance with IRC Table R905.1.1(2) using the application requirements for areas where wind design is not required in accordance with Figure R 301.2.1.1.
- Underlayment shall be attached in accordance with IRC Table R905.1.1(3).
- Underlayment: Underlayment shall meet ASTM D226 Type II, ASTM D4869 Type III or Type IV (i.e., 30# felt or synthetic).
- NOTE: 15# felt (Type I) is not allowed.

Technical Specifications – Underlayment (2/2)

- Underlayment shall be two layers applied in the following manner: apply a 19-inch strip of underlayment felt parallel to and starting at the eaves.
- Starting at the eave, apply 36-inch-wide sheets of underlayment, overlapping successive sheets 19 inches.
- Distortions in the underlayment shall not interfere with the ability of the shingles to seal.
- End laps shall be 4 inches and shall be offset by 6 feet.
- The underlayment shall be attached with corrosion-resistant fasteners in a grid pattern of 12 inches between side laps with a 6-inch spacing at side and end laps.
- Underlayment shall be attached using annular ring or deformed shank nails with Taped Sheathing Seams Photo 1-inch-diameter metal or plastic cap.

3 Installation of the drip-edge and flashing

4 geotagged photos (1 photo from each direction; **front**, **left**, **right**, and **rear**.) must be taken of the drip edge nailing pattern before covering



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Technical Specifications – Drip Edge

- A drip edge shall be provided at eaves and rake edges of shingle roofs. Adjacent segments of drip edge shall be overlapped not less than 2 inches.
- Drip edges shall extend not less than ¼ inch below the roof sheathing and extend up back onto the roof deck not less than 2 inches.
- Drip edges shall be mechanically fastened to the roof deck at not more than 12 inches o.c. with fasteners as specified in Section R905.2.5.
- Underlayment shall be installed over the drip edge along eaves and under the drip edge along rake edges.

4 Installation of shingles or metal panels

4 geotagged photos (1 photo from each direction; **front, left, right, and rear.**) must be taken of shingle nailing pattern prior to covering



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Technical Specifications – Roof Covering Materials

- Shingles must be tested in accordance with ASTM D 3161, Class F approved for use up to 194mph (V-ult)/150mph (V-ase) or ASTM D 7158, Class G up to 155mph (V-ult)/120mph (V-ase) OR Class H up to 194mph (V-ult)/150 mph (V-ase).
- Shingles that are MIAMI-DADE approved are also approved for use.
- Asphalt shingles shall have the minimum number of fasteners (6 per shingle is standard) required by the manufacturer's approved installation instructions. Where the roof slope exceeds 21 units vertical in 12 units horizontal (21: 12, 175-percent slope), shingles shall be installed in accordance with the manufacturer's approved installation instructions.
- For Metal, Terra Cotta, Slate, Cement Tile or other approved roofing materials, fasteners in compliance with Section 905 and manufacturers installation instructions.

City of New Orleans
Department of Safety & Permits
(504) 658-7200
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9am—5pm