



OFFICE OF COMMUNITY PLANNING AND DEVELOPMENT
 EMAIL: permits@wbr council.org • Phone: (225) 336-2434

Roofing Permit Requirements

WBR Permit Office is able to assist with the information in blue.

*Properties within city/town of Port Allen, Brusly, Addis limits require **Initiation Forms** signed by their designee.*

Per the 2021 International Building Codes, any structure requiring a roof assembly to be recovered or replaced shall be permitted and inspected accordingly. A roof assembly includes the roof deck, substrate or thermal barrier, insulation, vapor retarder, and roof covering. Reroof permits will require an inspection by a LSUCCC licensed third-party provider or photographs provided by the installer with the appropriate geo-tagged information as stated further in this document. Residential roofing assemblies shall meet the requirements set forth in Section 908 of the 2021 IRC. Commercial reroofing assemblies shall meet the requirements set forth in Section 1512 of the 2021 IBC.

Address of Property: {If address does not exist yet, call: **E-911 Office (225) 346-1577**}

Number	Street	City	State	Zip Code
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Roofing Permit Application (Page 2)

- o **List CONTRACTOR on application:** Contractor must be **REGISTERED & LICENSED** in WBR Parish.

Contract signed by Landowner

- o Executed contract stating work to be performed, total amount of project, and signature of the contractor and homeowner(s).

Homeowner / Builder Affidavit (If Self-Contracting)

- o **WBR Revenue Department** provides notary services at 883 7th Street, Port Allen, LA 70767

Sec. 34-59. Storage. (b) Containers. *As it relates to the proper disposal of construction debris, materials or refuse, construction contractors shall provide the appropriate containers that comply with the proper parish codes relating to disposal and collection of construction waste. Compliance with all parish codes may require the use of privately owned, maintained and operated **dumpsters**. These provisions relate to any and all structural erection, remodeling, repair, or demolition.* _____ ← **Applicant's Initials**

Required Photographs

1. Existing and/or new roof decking before roof covering.
2. Underlayment installed with visible nail pattern. *Provide geotagged picture of underlayment packaging with applicable standard label.*
3. Drip edge and flashing installed with visible nail pattern.
4. Roof covering installation with visible nail pattern. *Provide geotagged picture of roof covering packaging with notation of wind rating and applicable standard label.*

- Geotagged photographs will be required in lieu of inspections done by West Baton Rouge Parish. The photographs will be required to be submitted to the permit office via email. The geotagged photographs must contain the location, time and date of the work being performed throughout all phases of construction as stated above. A Certificate of Completion will be issued once all photographic documentation has been reviewed and approved by a West Baton Rouge Parish inspector.

Read and initial each statement below:

- ___ 1) Existing roof covering and felt materials will be completely removed and disposed of properly.
- ___ 2) All roof decking will be inspected; decking materials will be replaced if not structurally sound.
- ___ 3) Install or replace all missing, rusted, and/or damaged flashing, counter-flashing, roof vents, vent caps, and metal edging with all new materials.
- ___ 4) Inspect all roof drains and repair or replace when necessary to ensure the roof drainage is sufficient to prevent excessive accumulation of water.
- ___ 5) Install all new roofing materials with the appropriate class roofing as required by the building code for the occupancy and construction type of the building being re-roofed.
- ___ 6) Ensure all fire-retardant requirements are maintained.



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ROOFING PERMIT APPLICATION

Street Address:

City:

Zip Code:

Property Owner(s):

Phone #:

Email:

Alternative Phone#:

Applicant:

Phone #:

Email:

Alternative Phone#:

Permit Type

Single-Family Residential

Multi-Family Residential

Commercial

If you are replacing decking **AND** rafters, a construction drawing is required.

If you are **NOT** removing the old roofing materials, an Engineered Stamped load approval is required.

Existing Roofing Materials – Reroofs Only

Replacement Roofing Materials

Asphalt Shingles

Metal

Slate

Tile

Asphalt Shingles

Metal

Slate

Tile

Underlayment Type

Rafter Replacement

Decking Replacement

Synthetic

Felt

Other: _____

Yes

No

Sq.Ft.

Please check below which changes will be made as part of this project (if applicable):

Flashing Changes

Structural Changes

Ventilation Changes

Fascia/Soffit Changes

Description of Work:

Approximate Cost of Proposed Work:

Contractor's Name/Business Name

For WBR Staff-
Registration Status
Active?

General:

YES NO

Phone #:

Email:

Application Certification: I certify that I have provided the information on this application and that I have reviewed ALL of the information on this form. I further certify that the information I have provided is true and correct to the best of my knowledge and that I have read and understand the laws of West Baton Rouge Parish as related to the development of my property (including, but not limited to Zoning and Site Development regulations). I am aware that any false or misleading information on this form, or any violation of Parish property development laws could result in legal action taken against me or others by West Baton Rouge Parish.

Signature _____

Print Name _____

Date _____

FOR OCPD STAFF

Date Initiated:

Municipality:

Initiation Form Received:

Current Zoning:

Subdivision:

Lot Size (Sq.Ft.):

Lot # / Tract:

Map # & Parcel #:

Approved By:

Permit ID:

Date Paid:

Date Approved:



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Photograph Checklist

Effective August 1, 2023, Louisiana HB393 allows a building code enforcement officer to accept photographs that are location verified with geotagging for required roofing and reroofing inspections of any commercial or residential structures.

A geotagged photograph is a photograph which is associated, and marked, with a geographic position such as an address or other geographic location information. To avoid delays, or rejections, please ensure each photograph is clear and the location is visible and accurate.

All photographs should be taken in landscape orientation and clearly depict the condition of the required subjects. All photographs should be submitted to the permit office via email (permits@wbr council.org).

Existing Roof Material – Reroofs Only (2 Photographs Required)

- Existing roofing system (wide angle).
- Closeup of material with identifying labeling if available.

Decking Photographs (4 Photographs Required)

- Roof deck installed in accordance with the 2021 IRC/IBC and State Amendments (wide angle).
- Geotagged photo of fastener package and label with size and type clearly visible.
- Geotagged photo of decking material.
- Geotagged photo of installed fastener pattern with visible measurement.

Underlayment Photographs (4 Photographs Required)

- Underlayment installed in accordance with the 2021 IRC/IBC and State Amendments (wide angle).
- Geotagged photo of fastener package and label with size and type clearly visible.
- Geotagged photo of underlayment package.
- Geotagged photo of installed fastener pattern with visible measurement.

Roofing Material Photographs (6 Photographs Required)

- Roofing system installed in accordance with 2021 IRC/IBC and State Amendments (wide angle).
- Geotagged photo of fastener package and label with size and type clearly visible.
- Geo tagged photo of roofing material package with label clearly visible.
- Geo tagged photo of installed starter strip.
- Geotagged photo of installed fastener pattern with visible measurements.
- Geotagged photo of finished roof (wide angle) to include installed accessories (roof vents, drip edge, etc.).

****By signing this form, you are stating that you understand the above requirements for final inspection approval.***

Print Name

Applicant Signature