



# PERMIT APPLICATION

City of Denham Springs  
Office of Planning & Development  
P. O. Box 1629 (116 N. Range Ave.)  
Denham Springs, LA 70727-1629  
(225) 667-8326 - buildings@cityofdenhamsprings.com

# R

Roof/Re-Roof

## PROJECT LOCATION

Street Address: \_\_\_\_\_ Unit: \_\_\_\_\_

State, Zip: \_\_\_\_\_

## PROPERTY OWNER

Name: \_\_\_\_\_ Phone No: \_\_\_\_\_

Address: \_\_\_\_\_ State, Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_

## CONTRACTOR/APPLICANT INFORMATION

Company Name: \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Phone No: \_\_\_\_\_

Municipal Address: \_\_\_\_\_ Suite/Unit: \_\_\_\_\_

State, Zip: \_\_\_\_\_ Email Address: \_\_\_\_\_

State Classification & License No: \_\_\_\_\_

ALL CONSTRUCTION SHALL, AT A MINIMUM, MEET THE REQUIREMENTS SET FORTH IN THE INTERNATIONAL RESIDENTIAL OR INTERNATIONAL BUILDING CODES, AS APPLICABLE.

**TYPE OF STRUCTURE** Residential \_\_\_\_\_ Commercial \_\_\_\_\_

## **TYPE OF PROJECT (CHECK ONE)**

- Reroofing: The process of recovering or replacing an existing roof covering.
- Roof Recover: The process of installing an additional roof covering over an existing roof covering without removing the existing roof covering.
- Roof Repair: Reconstruction or renewal of any part of an existing roof for the purposes of its maintenance.
- Roof Replacement: The process of removing the existing roof covering, repairing any damaged substrate, and installing a new roof covering.

**TOTAL COST OF PROJECT** \$ \_\_\_\_\_

**ARE PORTIONS OF THE ROOF PITCHED LESS THAN 4:12?** Yes/No \_\_\_\_\_

If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**DECKING INFORMATION (4-6 GEOTAGGED PHOTOGRAPHS REQUIRED FOR FINAL\*)**

Decking Material and Thickness: \_\_\_\_\_

Fastener Type and Size: \_\_\_\_\_

Spacing of Fasteners (Per Linear Foot):      Edge \_\_\_\_\_      Field \_\_\_\_\_

**UNDERLAYMENT INFORMATION (4-6 GEOTAGGED PHOTOGRAPHS REQUIRED FOR FINAL\*)**

Material, # of Layers: \_\_\_\_\_ Manufacturer: \_\_\_\_\_

Fastener Type & Size: \_\_\_\_\_ Spacing (edge & field): \_\_\_\_\_

**ROOFING MATERIALS (6-8 GEOTAGGED PHOTOGRAPHS REQUIRED FOR FINAL\*)**

Material & Quantity: \_\_\_\_\_ Manufacturer: \_\_\_\_\_

Fastener Type & Size: \_\_\_\_\_ Spacing: \_\_\_\_\_

**THE FOLLOWING DOCUMENTS ARE REQUIRED TO BE SUBMITTED ALONG WITH THE COMPLETED APPLICATION FOR REVIEW:**

- A GEO-tagged photo of the exterior of the house.\*
- A contract or signed estimate on letterhead (homeowner and contractor signatures are required).
- Copy of contractor's state license. (Only the following are acceptable licenses: Residential Construction, Residential Roofing, Commercial Construction, or Commercial Roofing)

*I certify that I am the owner of the subject property, or the duly authorized agent acting on behalf of the owner. I attest that the information provided is true and correct to the best of my knowledge, and that no false or misleading information has been submitted.*

*I understand that it is my responsibility to schedule and ensure the proper authority performs all required inspections. Failure to do so may result in the project being placed in default.*

*I agree to perform all work in compliance with the applicable codes, standards, and regulations of the City of Denham Springs, the State of Louisiana, and any other governing authority.*

APPLICANT'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_

\* Reference Photograph & Geotagging Instructions. ALL photographs shall be geotagged.



## CITY OF DENHAM SPRINGS

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### PHOTOGRAPH & GEOTAGGING INSTRUCTIONS

#### OVERVIEW

Effective Aug. 1, 2023 (HB393), code enforcement officers may accept geotagged photographs as documentation for required roofing inspections. This process reduces inspection delays and provides code-compliance verification.

#### GEOTAGGING REQUIREMENTS

- ALL photographs must be geotagged (date, time, and location metadata).
- Photos must be clear, taken in landscape orientation, and show complete roof areas (i.e., all sides of the roof).
- Use a GPS-enabled camera app (iPhone: App Store / Android: Google Play; search 'GPS Map Camera' or 'Geo Tag Photos'). Location Services must be enabled.

#### SUBMISSION PROCESS

Upload geotagged photos in sequence as work progresses:

1. Removal of existing roofing material
2. Installation of underlayment
3. Installation of drip edge and flashing
4. Installation of shingles or metal panels

#### REQUIRED PHOTOGRAPHS

##### **Decking (4–6 photos minimum)**

- Wide-angle of roof deck installed (2021 IRC + State Amendments)
- Fastener package/label (size & type visible)
- Decking material
- Installed fastener pattern with measurement visible

##### **Underlayment (4–6 photos minimum)**

- Wide-angle of underlayment installed
- Fastener package/label (size & type visible)
- Underlayment package
- Installed fastener pattern with measurement visible

##### **Roofing Material (6–8 photos minimum)**

- Wide-angle of completed roofing system
- Fastener package/label (size & type visible)
- Roofing material package/label
- Starter strip installed
- Installed fastener pattern with measurement visible
- Finished roof (wide-angle, include vents, drip edge, flashing, etc.)



Asphalt Shingles and Nailing Pattern Photo



Shingle Packaging Photo

CITY OF DENHAM SPRINGS  
ROOFING/RE-ROOFING PHOTOGRAPH INSPECTION CHECKLIST

PROJECT: \_\_\_\_\_ INSTALL DATE: \_\_\_\_\_ REVIEW DATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

**SUBMISSION PROCESS**

Photographs uploaded in sequence as work progressed:

- |   |   |
|---|---|
| _____ 1. Removal of existing roofing material | _____ 2. Installation of drip edge and flashing   |
| _____ 3. Installation of underlayment         | _____ 4. Installation of shingles or metal panels |

**REQUIRED PHOTOGRAPHS**

**Decking (4-6 photos min.)**

- |   |   |
|---|---|
| _____ Wide-angle of roof deck installed (2021 IRC + State Amendments) | _____ Fastener package/label (size & type visible)        |
| _____ Decking material  | _____ Installed fastener pattern with measurement visible |

**Underlayment (4-6 photos min.)**

- |  |   |
|--|---|
| _____ Wide-angle of underlayment installed         | _____ Underlayment package                                |
| _____ Fastener package/label (size & type visible) | _____ Installed fastener pattern with measurement visible |

**Roofing Material (6-8 photos min.)**

- |   |  |
|---|--|
| _____ Wide-angle of completed roofing system              | _____ Fastener package/label (size & type visible)                         |
| _____ Roofing material package/label                      | _____ Starter strip installed  |
| _____ Installed fastener pattern with measurement visible | _____ Finished roof (wide-angle, include vents, drip edge, flashing, etc.) |

A geotagged photograph is a photograph that is associated, and marked, with a geographic position such as an address or other geographic location information. 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 on all sides of the roof.