

# Re-Roofing Permit: Process and Information

## Step 1: Application

To apply for a Residential Re-Roofing Permit, visit [MGOConnect.org](https://MGOConnect.org). The Residential Re-Roofing Permit Fee is \$50.00 and is payable by credit card online through [MGOConnect.org](https://MGOConnect.org). Please note, all new users must create an account before starting the application process.

When you sign into your account, you will be prompted to select an application type. From there, you will select 'Residential Re-Roofing Permit' and complete the application questions.

- Homeowners: If you are doing the work and/or listing yourself as the owner/contractor, you must upload a completed and notarized Affidavit Claiming Exemption from Licensure (form also available in online Residential Re-Roofing Permit Application).
- Contractors: If a contractor is doing the work, the contractor must submit Executed Contract, which should state conditions of project and payment, and must be signed by both parties.
  - Contractor must possess valid Louisiana State Residential Contractor's License or Louisiana State Commercial Contractor's License
  - Contractor without a valid Louisiana State Contractor's License applying for permit with a fair market value between \$7,500 and \$75,000.00, must possess a Louisiana State Home Improvement Registration.

\*Please note, no construction plans or survey required.

## Step 2: Permit Issued

Once payment and required documentation is verified, the parish will issue permit.

- Please note, permit will be issued via email from 'noreply@mygovernmentonline.org'

## Step 3: Installation

Phases of residential roof replacement are as follows:

- Remove existing roof material
- Install water intrusion resistant underlayment
- Install drip-edge and flashing
- Install shingles or metal panels

No on-site inspection is required. Instead of having an inspector come out during the installation of the roof, the homeowner or contractor will submit by email, location verified/geo-tagged photographic documentation, that all phases of roof replacement were installed consistent with the current International Residential Building Codes (IRC).

- Free photo geo-tagging apps are available for all smart phones. For iPhones, visit the App Store; for Android Phones, visit Google Play.
  - Search for 'GPS Map Camera' or "Geo Tag Photos' for camera apps, which provide location, date and time stamping
  - Please note: you need to allow the app to use 'Location Services' on your device
- All Re-Roofing Permits will require the following geo-tagged (location, date and time-stamped) photos:
  - Exposed roof sheathing/deck prior to recovering
  - Installation of water intrusion resistant underlayment with nailing pattern visible and material packaging
  - Installation of drip edge with nailing pattern visible
  - Installation of shingles or metal panels with nailing pattern visible, and materials packaging with notation of wind rating
- Visit the 'Technical Specifications' page to view specific photos to take of each phase
- Submit the geo-tagged photos by email with the subject line including the permit number and/or address of the home
  - For Eastbank Homes, email to 'EBDocs@jeffparish.net'
  - For Westbank Homes, email to 'WBDocs@jeffparish.net'

## Step 4: Certificate of Completion Issued

The Parish verifies that the uploaded pictures satisfy the requirements and issues a certificate of completion.

- Please note: Provided photos are the only method of code compliance verification. If clear and distinct geotagged photos are not provided as required, a certificate of completion cannot be issued. Under these circumstances, the Parish may request additional photos be submitted, as necessary.
- Certificate of completion will be issued via email from 'no-reply@mygovernmentonline.org'