Re-Roofing Checklist

*Start to Finish Permit Guide for **Reroofing Jobs** at [1]**Commercial** & [2]**Residential Properties***
*Terms have explanations available in the **Permit Glossary** Companion Document*

Requirement	Expectation		Check
Permits can be Filed, Tracked & Managed via the Permit Portal "OneStop" (onestopapp.nola.gov)			
File a Permit for Reroofing *[file only one]*	*File a **ROOF** Permit for*	[1]RESIDENTIAL properties *(single & two fam only)*	
	*File a **RENO** Permit for*	[2]COMMERCIAL properties (*anything else*)	
Create a Permit Description	Provide a summary of work to be performed. See "Permit" in the Permit Glossary for an example or template of a permit description		
Upload the Following Documents to the Permit via Onestop			
Contractor License	Subclass License in Roofing		
Contract	Must include signed & printed names of the owner & contractor, date & terms of agreement, job estimate & address; estimate can be separate		
Plans and/or Specification	Submit installation or repairs details and/or drawings		
Itemized Costs/Job Value	Listed cost(s) to perform the work including labor and materials		
Existing Photo(s)	Geotagged, exterior images of a house & roof ***before*** work is performed		
File a Historic Preservation Permit for Work Performed at/to Historic Sites			
Historic Preservation Agency & Permit Type	**VCC** Permit	Work to historic properties in the French Quarter	
	HDLC Permit	Work to historic properties outside of French Quarter	
Resolve Application Comments [As Needed]	Applicant resolves any comments sent by permit reviewers requesting changes to the application documents and/or additional documents		
Documents Approved	The supplied documents were approved; permit fees should be paid now		
Make a Payment	Pay permit fees can be paid online via the permit portal OneStop; permit statuses automatically update **from *approved* to *issued* after payment**		
Post Permit at Work Site	A digital copy of the permit is available under the permit documents via OneStop; Obtain a copy of the permit and post it visibly at the job site		
START WORK	Approved work may start		
The Following Documents Should be Uploaded to the Permit via OneStop and Can be Used to Finalize Reroofing Permits Instead of Physical Inspection(s)			
Geotagged Photos ***A Physical Inspection is NOT Required***	As work advances, a minimum of four photos should be taken per the following applicable *phases* of work: • *Removal of existing roof material* • *Installation of water intrusion resistant underlayment* • *Installation of the drip-edge and flashing* • *Installation of shingles or metal panels* The requested photos should be uploaded to the permit and shall replace the inspection requirement for permitted reroofing		
Fortified Roof Certificate	[***OPTIONAL***]; certificates may be uploaded & used to close ROOF permits		
CLOSING ACTIONS			
Email **inspections@nola.gov**	Once those documents have been uploaded to the permit, send an email to request permit closure; provide permit number or address		
Permit Status: **PERMIT CLOSED**			
C.C. Issued to Permit *[Certificate of Completion]*	The permit is closed once a Certificate of Completion is issued. A copy will be available on OneStop for record keeping		

[1]***Commercial** Buildings**:** Include **Mixed Use** & **Multi-Family** (Three or More Apartments) Properties*
[2]***Residential** Buildings: Limited to **Single-** & **Two-** Family Homes; Anything Else is **Commercial** (or Accessory) Use*
This Document Should be Used with an Understanding that Additional Items May Be Required as Needed