



*City of Ocean Springs*  
*City of Ocean Springs, Mississippi*  
*Building Department*  
 1014 Porter Avenue Post Office Box 1800  
 Ocean Springs, MS 39564-1800  
 Phone 228-875-6712

## Roof Permit Application

Date: \_\_\_\_\_

Contractor's Name & Business Name \_\_\_\_\_

Contractor's address \_\_\_\_\_

Contractor's phone no. \_\_\_\_\_ Email \_\_\_\_\_

Name of Home/Business Owner \_\_\_\_\_ Phone No. \_\_\_\_\_

Is the Home Owner the General Contractor? \_\_\_\_\_ Yes \_\_\_\_\_ No

Home/Business Owners Current Address \_\_\_\_\_

Address of job \_\_\_\_\_

Square footage \_\_\_\_\_ Total Job Cost \_\_\_\_\_

Type of job: \_\_\_\_\_ Asphalt \_\_\_\_\_ Metal

Roof Scope of work \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

**\*\*\*\*\*FOR OFFICE USE ONLY\*\*\*\*\***

**Zoning & Flood Plain Information**

Lot# \_\_\_\_\_ Subdivision \_\_\_\_\_ Parcel Id \_\_\_\_\_ Use Zone \_\_\_\_\_

Front Yard Setback \_\_\_\_\_ Side Yard Setback \_\_\_\_\_ Rear Yard Setback \_\_\_\_\_

Flood Zone \_\_\_\_\_ DFIRM B.F.E. \_\_\_\_\_ Required B.F.E. \_\_\_\_\_

DFIRM Map/Panel No \_\_\_\_\_

Proposed F.F.E. \_\_\_\_\_ Highest Adjacent Elev. \_\_\_\_\_ Lowest Adjacent Elev. \_\_\_\_\_

Does this project require sub-division of property? \_\_\_\_\_ Yes \_\_\_\_\_ No

Date recorded with Jackson County Land Records \_\_\_\_\_

Is job located in Historical District? \_\_\_\_\_ Yes \_\_\_\_\_ No Date approved by HPC \_\_\_\_\_ M & B \_\_\_\_\_

Variations needed? \_\_\_\_\_ Yes \_\_\_\_\_ No Date Approved by Z&A \_\_\_\_\_ M & B \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

Approved by \_\_\_\_\_ Date \_\_\_\_\_

Building Official

Approved by \_\_\_\_\_ Date \_\_\_\_\_

Planning Dept/Historic Committee



*City of Ocean Springs  
Building Department & Code Enforcement  
1014 Porter Avenue-P.O. Box 1800  
Ocean Springs, MS. 39564  
Phone 228-875-6712 Fax 228-872-5427*

RE-ROOFING BUILDING GUIDE REQUIREMENTS  
SPECIFIC TO THE CITY OF OCEAN SPRINGS  
(REFERENCES FOR THE BELOW: 2018 IRC & IBC / OCEAN SPRINGS POLICY)

**\*\* All areas in the City of Ocean Springs are considered High Wind Areas**

**\*\* All residential neighborhoods are in the 160 mph (3 second gust)**

Due to this design wind speed, the 2018 International Residential Code and the 2018 International Building Code require asphalt shingles to be tested in accordance with ASTM D3161, Class H.

The shingle bundle wrappers shall be labeled to indicate compliance.

**\*\* Shingles must be high wind rated and have at least 6 nails per shingle.**

(We will enforce manufacturer's specifications for installation.) Make sure you include application. Inspectors will be checking the roof shingles with the installation instructions on bundle wrapper at the time of inspection.

Drip Edge: Metal drip edge will be required on all roof edges, **rakes as well as on eaves.** (IRC & IBC Section R905/Section 1507 respectively)

Step Flashing: Minimum 4"X4" required – one piece on every row. (R905.2.8.3)

**Attachment at eaves, rakes, valleys, gable ends, and starter strips:**

Shingles and starter strips at all intersections, eaves, valleys, and gable ends shall be set in a minimum 8-inch wide strip of flashing cement. Maximum thickness of flashing cement shall be 1/8inch. Shingles shall not extend more than ¼ inch beyond the drip edge.

A **maximum of 1 layer** of any type of roof covering is allowed, **NO OVERLAY.**  
(R907.3 (4))

Underlayment: (For Complete Tear Offs): For roofs with slopes of 4:12 or greater, one layer of underlayment is required. For roofs with slopes between 2:12 and 4:12, two layers of underlayment are required or use ice and water shield. (R905.2.7)

Roofs with slopes of less than 2:12: Asphalt shingles are NOT allowed unless a membrane is installed first. (See Manufacturers recommendations for installation) (IRC Chapter 9)

Final inspections **ARE** required on **ALL** commercial & residential buildings. (City of Ocean Springs Policy)

Permits are required on all work, new or re-roofing projects. (R105.1)

Permits must be issued and on site prior to work beginning. (R105.1)

Permit cards must be visible from the street. (R105.7)

**REPLACEMENT OF ASPHALT SHINGLES:** Most manufacturers and contractors require full replacement as they will not warranty partial replacement, if shingle **TYPES** are mixed on any level of damage or repair.

\*City of Ocean Springs Policy: One (1) square or less (100 sq ft) of roofing covering repair shall be considered maintenance and will not require a permit. Roof covering repairs over (1) square of roof covering will require a permit. Any roof decking repair will require a permit and nailing inspection.

Darrell Stringfellow, Building Official, CFM  
City of Ocean Springs  
Building Department  
228-875-6712

Terry Franklin, Deputy Building Official  
City of Ocean Springs  
Building Department  
228-875-6712

I \_\_\_\_\_ (print name) have read and understand the  
City of Ocean Springs Roofing Guidelines.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

# CITY OF OCEAN SPRINGS

## BUILDING DEPARTMENT

RE: (Job Address) \_\_\_\_\_, Ocean Springs, MS 39564

### Inspection Affidavit

I, \_\_\_\_\_, Owner/Contractor\*

(\*Please print name and circle type)

do hereby confirm that the *roof deck **nailing and roof system*** will be done in compliance with the 2018 International Residential Building Code. I also understand that I am responsible for this roofing system in the event that I do not schedule all appropriate inspections. I hereby acknowledge that a final inspection is required on this roofing system.

\_\_\_\_\_  
Signature

STATE OF MISSISSIPPI

COUNTY OF \_\_\_\_\_

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

By \_\_\_\_\_.

Notary Public, State of Mississippi

(Seal)

\_\_\_\_\_  
(Notary Signature)

Personally known \_\_\_\_\_ or

Produced Identification \_\_\_\_\_

Type of identification produced. \_\_\_\_\_