



City of Ocean Springs

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 _____

JOB LOCATION INFORMATION

Name of Home/Business Owner _____ Phone No. _____

Business Name (if applicable) _____

Job Address _____, Ocean Springs, MS 39564

of Squares _____ Total Job Cost \$ _____

Type of job: Asphalt Metal TPO Are you replacing decking? Yes or No
(circle one)

Roof Scope of Work _____

Signature of Applicant _____ Date _____

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

Use Zone _____ Flood Zone _____ DFIRM B.F.E. _____ Required B.F.E. _____

DFIRM Map / Panel # _____

Is job located in Historical District? Yes No Date approved by HPC _____ 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

RE-ROOFING BUILDING GUIDE REQUIREMENTS SPECIFIC TO THE CITY OF OCEAN SPRINGS (REFERENCES FOR THE BELOW: 2024 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)**

**** All metal will need to be a minimum 26 gauge and installed per the manufacturers requirements to meet 160 mph wind loads. Batten or stripping must be minimum 1 ½" thick material secured with 2 - 4" screws into each framing member. (Verify with manufacturer installation requirements.)**

Due to this design wind speed, the **2024 International Residential Code and the 2024 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 1/8 inch. Shingles shall not extend less than ½ inch beyond the drip edge.

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

Underlayment: Underlayment shall be one of the following: **1.)** Two layers of mechanically fastened underlayment applied in the following manner: Apply a strip of underlayment that is half the width of a full sheet parallel to hold on place. Starting at the eave, apply full-width sheets of underlayment, overlapping successive sheets half the width of a full sheet plus 2 inches. Distortions in the underlayment shall not interfere with the ability of the shingles to seal. End laps shall be 4 inches and shall be offset by 6 feet. **2.)** A minimum 4-inch-wide strip of self-adhering polymer modified bitumen underlayment complying with ASTM D1970, installed in accordance with the manufacturer's installation instructions for the deck material, shall be applied over all joints in the roof decking. An approved underlayment complying with Table R905.1.1(1) for the applicable roof covering shall be applied over the entire roof over 4-inch-wide membrane strips. **3.)** A single layer of self-adhering polymer modified bitumen underlayment complying with ASTM D1970, installed in

accordance with the underlayment and roof covering manufacturer's installation instructions for the deck material, roof ventilation configuration and climate exposure of the roof covering.

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)

All new construction is required to have 5/8” roof decking.

***When an existing home requires a new roof, and the decking is found to be less than 7/16 inch the City requires the roof to be brought up to code by removing and replacing with minimum 5/8” decking. (Per Section 705 & 706 of 2018 IEBC)**

All decking existing or new will be required to be nailed 4” on edges and 6” in the field.

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.

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)

Darrell Stringfellow, Building Official, CFM
Joe Tabor, 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 2024 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 JACKSON

Sworn to and subscribed before me this _____ day of _____. 20____

By _____.
(Notary printed name)

(Seal)

Notary Public, State of Mississippi

(Notary Signature)

Personally known _____ or
Produced Identification _____
Type of identification produced. _____