



CITY OF ZACHARY REROOFING INFORMATION FORM – INSTRUCTIONS

Photograph Requirements

Effective August 1, 2023, Louisiana HB 393 authorizes building code enforcement officers to accept geotagged photographs in lieu of in-person inspections for roofing and reroofing projects on both commercial and residential structures.

A **geotagged photograph** is an image that includes embedded geographic data identifying the location where the photo was taken (such as an address or coordinates). To prevent delays or rejection, ensure all submitted photographs are clear, accurate, and properly display the required location information.

General Guidelines

- All photographs must be taken in **landscape orientation**.
 - Images must clearly show the required subject matter.
 - Submit all photographs along with this form to:
Scott.Masterson@cityofzachary.org
-

Existing Roof Materials (*Reroof Projects Only – 1–2 Photos Required*)

- Wide-angle photograph of the existing roof system
 - Close-up photograph of roofing material (include identifying label if available)
-

Roof Decking (*Required only if decking is being replaced*)

- Wide-angle photograph showing deck installation in compliance with the **2021 IRC and State Amendments**
 - Minimum of one photograph per roof face (at least 4 total)
-

Underlayment (*4 Photos Required*)

- Wide-angle photographs showing underlayment installation in compliance with the **2021 IRC and State Amendments**
- Minimum of one photograph per roof face (at least 4 total)

Roofing Materials (6 Photos Required)

- Wide-angle photographs of completed roofing system, including accessories (vents, drip edge, etc.), installed in compliance with the **2021 IRC and State Amendments**
- Minimum of one photograph per roof face (at least 4 total)
- **Geotagged** photograph of roofing material packaging with label clearly visible
- **Geotagged** photograph showing installed fastener pattern with a visible measuring device



**CITY OF ZACHARY
REROOFING INFORMATION FORM**

Property Address: _____

Does any portion of the roof have a pitch less than 4:12?

Yes **No**

Existing Roof Material – Re-Roof Only

(1–2 Photographs Required)

- **Material Used:** _____
 - **Manufacturer:** _____
 - **Are existing materials still in production?**
 Yes **No**
 - **If no, are existing materials compatible with current production materials?**
 Yes **No**
-

Decking Information

(4 Photographs Required)

- **Decking Type and Thickness:** _____
- **Fastener Type and Size:** _____
- **Spacing of Fasteners (per linear foot):**
 - **Edge:** _____
 - **Field** _____

Underlayment Information

(4 Photographs Required)

- **Material Used:** _____
 - **Manufacturer:** _____
 - **Fastener Type/Size:** _____
 - **Spacing** _____
-

Roofing Materials

(6 Photographs Required)

- **Material Used:** _____
 - **Manufacturer:** _____
 - **Fastener Type/Size:** _____
 - **Spacing:** _____
 - **Accessory Assemblies:**
-
-
-

Applicant Information

- **Signature:** _____
 - **Printed Name:** _____
 - **Phone Number:** _____
-