



### AFFIDAVIT - Roof Replacement

Project Address: \_\_\_\_\_

Application/Permit Number: \_\_\_\_\_

[Check either Item 1 or 2, and applicable sub-items]

- 1. Roof insulation is not required because (indicate all applicable items):
  - a. Existing roof sheathing or insulation was not exposed, OR
  - b. The existing roof cavities are insulated

- 2. The required insulation R-value has been installed in the location(s) as indicated below (check one):

	R-VALUE	LOCATION OF INSULATION
<input type="checkbox"/>	R-38	Continuous insulation installed entirely above the roof deck
<input type="checkbox"/>	R-49	Attic and other concealed spaces
<input type="checkbox"/>	*R-25 plus R-22 Liner System	Uncompressed, unfaced insulation resting on top of liner system, between purlins. Liner system = continuous membrane installed below roof purlins, uninterrupted by framing members.

\*Required for metal buildings

I certify that the indicated information above is true, and that the roof covering has been installed in accordance with the Seattle Building Code and the manufacturer's instructions.

\_\_\_\_\_  
Owner or Contact Name (print)

\_\_\_\_\_  
Contractor Name

\_\_\_\_\_  
Contractor Address

\_\_\_\_\_  
Contractor License Number

\_\_\_\_\_  
Signature/Date

## ROOF REPLACEMENT PERMIT PROCESS

### Energy Code requirements:

#### **2012 SECC Sec. C101.4.3**

Additions, alterations, renovations or repairs to an existing building, building system or portion thereof shall conform to the provisions of this code as they relate to new construction without requiring the unaltered portion(s) of the existing building or building system to comply with this code.

Exceptions:

5. .... Roofs without insulation in the cavity and where the sheathing or insulation is exposed during reroofing shall be insulated either above or below the sheathing.

#### **2012 SECC Table C402.2 – Roof Insulation (Prescriptive)**

	<b>(OCCUPANCY)</b>	
	<b>All Other</b>	<b>Group R</b>
Insulation entirely above deck	R-38 ci	R-38 ci
Metal buildings(with R-3.5 thermal blocks)	25+R-22 LS	25+R-22 LS
Attic and other	R-49	R-49

ci = Continuous insulation

LS = Liner system--A continuous membrane installed below the purlins and uninterrupted by framing members. Uncompressed, unfaced insulation rests on top of the membrane between the purlins.

Permits are required for: All non-exempt roof replacement projects (replacement of roof sheathing or other structure, install new roof cover)

#### To Apply:

- Complete the Preliminary Application form and Contractor Disclosure form
- Submit these forms in person at the Applicant Service Center for an over the counter permit or apply through our portal (it may take a few days to process online)
- The required permit fee will be \$99.50

#### To Final the permit:

- Fill out the "Affidavit – Reroofing Permits" and email the completed document to Sam Steele, [Samuel.Steele@seattle.gov](mailto:Samuel.Steele@seattle.gov), or Jeff Krieg, [Jeff.Krieg@seattle.gov](mailto:Jeff.Krieg@seattle.gov).
- An onsite inspection is not required.

*Per Seattle Building Code (SBC) 106.2 #13, the permit process does not apply to:*

- Roof recover (install new roof cover over existing) => exempt from permit
- Roof replacement for single family, duplex, or townhouse (SBC or SRC) => exempt from permit
- Patching/replacement of roofing < 500 square feet in any 6 month period => exempt from permit