



## AFFIDAVIT - Roof Replacement

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

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

Check either item **1** or **2**, and the applicable sub-items.

1. Roof insulation is not required because (indicate all applicable items):
  - a. Existing roof sheathing or insulation was not exposed
  - 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
R-38	Continuous insulation installed entirely above the roof deck
R-49	Attic and other concealed spaces
*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:

**C503.3.1 Roof replacement.** *Roof replacements* shall comply with Table C402.1.3 or C402.1.4 where the existing roof assembly is part of the *building thermal envelope* and contains no insulation or the insulation is located entirely above the roof deck. In no case shall the *R*-value of the roof insulation be reduced or the *U*-factor of the roof assembly be increased as part of the *roof replacement*.

**ROOF REPLACEMENT.** The process of removing the existing roof covering, repairing any damaged substrate and installing a new *roof covering*.

**Table C402.1.3 – Roof Insulation (Prescriptive)**

Insulation Location	All Other Occupancy	Group R Occupancy
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 using the [Seattle Services Portal](#)
- Create a new Trade and Construction Permit. Select Re-roofing Permit from the Building Permits section. Then follow the steps to complete the application.
- The required permit fee will be \$99.50

### To finalize the permit:

- Fill out the “Affidavit – Reroofing Permits” and email the completed document to
- [SCI\\_INSPECTIONS@Seattle.gov](mailto:SCI_INSPECTIONS@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