



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.
- 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