

Factory Assembled Structures  
PO Box 44430  
Olympia WA 98504-4430

The purpose of the manufactured home roof affidavit is to provide timely inspections and communications between the contractor and/or owner and FAS inspectors and field staff.

A structural inspection request questionnaire will not be required when a roof change out occurs if no structural changes are made in the roof sub-surface and roof cavity.

Example: Repairing or replacing the roof trusses, rafters, ridge beam and the replacement of not more than (4) 4'x 8' of roof sheathing.

The following would meet the requirement of filling out a roof affidavit:

Removed existing 3 tabs and other laminated composition shingles. Installing new 3 tabs, and /or other laminated type composition shingles with 2 layers 15# felt ice dam.  
Removing composition roofing and replacing it with metal. All will be required to be installed per the roofing manufacturer installation.

Installing 1" Poly Insulation 4x8 sheets with 48 mill PVC membrane over existing metal roof. Installed per the roofing manufacturer installation instructions.

Removing existing roofing and replacing, it with 1" poly insulation 4x8 sheets with 48 mill PVC membrane.

Installing EPDM roofing material over existing metal roof. With or without 1 ½" poly insulation 4x8 sheets. Installed per the roofing manufacturer installation instructions.

### *Counter Staff:*

- 1) Have customer answer the questions on the Roofing Affidavit, if all the questions are answered no, have them complete and sign the affidavit. (Go to #2) If they answer Yes to any of the questions, they must complete the Questionnaire on back (see procedure for Structural Questionnaire).
- 2) Create the permit in PAIRS with the fee line items for structural alteration and alteration insignia. **PLAN REVIEW IS NOT REQUIRED.**
- 3) Customer Service Staff should indicate in Pairs that an Affidavit was completed.
- 4) Copy of the permit and copy of the affidavit is to be given to the inspector.

### *Inspector:*

Upon completion of permit, send affidavit to FAS, Craig Sedlacek – Mailstop 44430



## Structural Inspection Request Questionnaire

Process for submitting Inspection Request Questionnaire:

- Prior to faxing to plan review, you must have the FAS Alteration Permit.
- Fax questionnaire to, 360-902-5229 or email [Craig.Sedlacek@Lni.wa.gov](mailto:Craig.Sedlacek@Lni.wa.gov).
- Contact plan review at 360-902-5218 to discuss your structural alteration to expedite the process.

Name: \_\_\_\_\_

*(The contractor or person doing the work)*

Site Address and City: \_\_\_\_\_

*(The physical address where the alteration is done)*

Daytime Phone: \_\_\_\_\_

*(The contractor or person doing the work)*

FAS Alteration Permit #: **FP** \_\_\_\_\_

*(You will find this # on the permit that you are to post on jobsite prior to beginning work)*

Who is manufacturer of the manufactured home? \_\_\_\_\_

*(You will find this on the compliance certificate in the manufactured home)*

What year was the home manufactured? \_\_\_\_\_

*(You will find this on the compliance certificate in the manufactured home)*

What is the roof load of your home? \_\_\_\_\_

*(You will find this on the compliance certificate in the manufactured home)*

What is the structural alteration you want to perform? *(Be very specific)*

What other types of alterations are you making? *(Be very specific)*