



# Owner/Builder Affidavit

Permit #

Date

This document contains important information regarding contractors licensure law as defined in  
Title 54.1, Chapter 11, Code Of Virginia.

**PLEASE READ CAREFULLY BEFORE SIGNING.**

The current code in effect is the

**2018 Virginia Uniform Statewide Building Code**

Owner's Name

Property Address

## NOTICE TO OWNER

In accordance with Title 54.1-1111. Prerequisites to obtaining building, etc., permit, Code of Virginia, as amended, any person applying for building or other permits for the construction of any building, highway, sewer, or structure, or any removal, grading or improvement shall:

1. Provide satisfactory proof that he or she is duly licensed or certified to perform the work proposed, or
2. Provide a written statement (below), supported by affidavit, that he or she is not subject to licensure or certification as a contractor or subcontractor pursuant to this chapter.

I certify that I am not required to be licensed or certified to perform the proposed work based on Title 54.1-1101(Exemptions), Code of Virginia, as amended.

Describe your relationship to the property and the work being performed:

TITLE 54.1-1101(Exemptions) - The provisions of this chapter shall not apply to: **(Please check the appropriate box.)**

- Any person who performs or supervises the construction, removal, repair or improvement of no more than one primary residence owned by him and for his own use during any 24-month period.

*I am 1) personally performing work on the dwelling that I live in, 2) if I am paying anyone to assist me, those individuals are licensed contractors\*, AND 3) I have not performed work on another dwelling that I have lived in in the last 24 months.*

[\\* Contractor/Subcontractor Listing form required](#) - contractors must be properly licensed for type and value of work

- Any person who performs or supervises the construction, removal, repair or improvement of a house upon his own real property as a bona fide gift to a member of his immediate family provided such member lives in the house. For purposes of this section, "immediate family" includes one's mother, father, son, daughter, brother, sister, grandchild, grandparent, mother-in-law, and father-in-law.

*I am 1) personally performing work on a dwelling that is on my property, 2) the dwelling will be given as a gift to a relative (as listed above), and 3) if I am paying anyone to assist me, those individuals are licensed contractors\*.*

[\\* Contractor/Subcontractor Listing form required](#) - contractors must be properly licensed for type and value of work

Any person who performs or supervises the repair or improvement of industrial or manufacturing facilities, or a commercial or a retail building for his own use.

*I am 1) the owner of or am directly employed by (not a contractor for) a business performing work on a facility that I own or lease for my use, AND 2) if I am paying anyone to assist me, those individuals are licensed contractors\*.*

[\\* Contractor/Subcontractor Listing form required](#) - contractors must be properly licensed for type and value of work

Any person who performs or supervises the repair or improvement of residential dwelling units owned by him that are subject to the Virginia Residential Landlord and Tenant Act (§ 55-248.2, et seq.)

*I am 1) the owner/landlord of a residential rental property or am directly employed by (not a contractor for) the owner/landlord performing work on my property, AND 2) if I am paying anyone to assist me, those individuals are licensed contractors\*; AND 3) this work does not involve initially establishing/constructing the rental unit.*

[\\* Contractor/Subcontractor Listing form required](#) - contractors must be properly licensed for type and value of work

TITLE 54.1-1111. Prerequisites to obtaining building, etc., permit: Any person applying to the code official or any other authority of a county, city, or town in this Commonwealth, charged with the duty of issuing building or other permits for the construction of any building, highway, sewer, or structure, or any removal, grading or improvement shall furnish prior to the issuance of the permit, either (i) satisfactory proof to such code official or authority that he is duly licensed or certified under the terms of this chapter to carry out or superintend the same, or (ii) file a written statement, supported by affidavit, that he is not subject to licensure or certification as a contractor or subcontractor pursuant to this chapter. The applicant shall also furnish satisfactory proof that the taxes or license fees required by any county, city, or town have been paid so as to be qualified to bid upon or contract for the work for which the permit has been applied.

**WARNING**

I hereby affirm that I have read Title 54.1-1111 Code of Virginia and fully understand the contents thereof and that I am not subject to licensure as a contractor or subcontractor. I further affirm that I will be solely responsible for all construction on the described property allowed by the permit(s) hereby issued. If the work is performed by any other person or firm employed by me, that person or firm must comply with state and local contractor licensing laws.

I further affirm that I understand that misrepresentation of or change in my relationship to the property and/or those performing work for me may result in revocation of my permit.

Name of person certifying exemption:

Initial here