

# Owner / Agent Exemption Worksheet\*

\*Only applies to an applicant who is **NOT** a Virginia State Licensed Contractor

OWNER / AGENT \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_

PROPERTY ADDRESS \_\_\_\_\_

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.

Prior to the issuance of a permit to construct, remove or improve any structure, Section 108.4 of the Virginia Uniform Statewide Building Code (USBC) requires the applicant to either:

1. Be duly licensed or certified under the terms of Chapter 11 of Title 54.1 of the Code of Virginia, **or**,
2. File a written statement, supported by an affidavit that he is not subject to such licensure or certification.

Exemptions from contractor licensing are listed below. Please indicate the applicable exemption by checking the corresponding box.

- The work consists of the construction, removal, repair or improvement of my primary residence and I have not owned more than one primary residence in Virginia during the past 24 months.
- I am the owner of the property and the structure will be a gift to a member of my immediate family who will live in it upon completion.
- The work consists of the repair of and/or improvement to an existing commercial, retail, industrial or manufacturing facility and is for my own use.
- The structure consists of one or more residential dwelling units owned by me and is subject to the Virginia Residential Landlord Tenant Act (§ 55-248.2 et seq).
- Any other specified exemption listed in § 54.1-1101, Code of Virginia. Please specify exemption:  
\_\_\_\_\_

## Affidavit

I (print name) \_\_\_\_\_ affirm that I am performing, managing or superintending work consisting of improvements to real property located at \_\_\_\_\_ and that I have applied for a permit. I also affirm that I am familiar with the prerequisites of Section 54.1.1101 of the Code of Virginia and that I have read the exemptions above and I am not subject to state licensure.

State of \_\_\_\_\_  
City/County of \_\_\_\_\_ to wit:

I the undersigned Notary Public for the aforesaid jurisdiction, do hereby certify that \_\_\_\_\_, owner of the property described in this Affidavit and whose name is signed to the foregoing Affidavit, has appeared before me on this \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ and acknowledge the same as true and correct.

\_\_\_\_\_  
Notary Public

My Commission expires: \_\_\_\_\_

Notary Seal