



**DEPARTMENT OF COMMUNITY DEVELOPMENT  
BUREAU OF INSPECTIONS, PLANNING, ZONING**

**AFFIDAVIT**

I \_\_\_\_\_ (owner of property),  
of (home address) \_\_\_\_\_, affirm that I am the owner of a  
certain tract or parcel of land, Tax Map # \_\_\_\_\_ located at \_\_\_\_\_  
\_\_\_\_\_ and that I have applied for a building permit under §54.1-1111 and  
exception(s) under § 54.1-1101 of the Code of Virginia. I affirm that I am familiar with the prerequisites of  
§ 54.1-1111 of the Code of Virginia and I am not subject to licensure as a contractor or subcontractor under  
§ 54.1-1101-A \_\_\_\_ (insert code #). I also affirm that I am familiar with the prerequisites of § 54.1-1103  
of such code and will be performing or supervising the work under the building permit for which I have  
applied for. I know that should I contract the work with another person or firm, such contract shall  
conform to § 54.1 of the Code of Virginia. I understand that by signing this affidavit I am swearing and  
affirming that the facts and statements herein are accurate, complete and true to the best of my knowledge.

\_\_\_\_\_ (Affiant signature)

The Affiant, \_\_\_\_\_(print) has come before me, a Notary Public in the  
City of Franklin, VA., and sworn the facts and statements herein are accurate, complete and true to the best  
of his/her knowledge on this the \_\_\_\_\_ day of \_\_\_\_\_, 2019.

\_\_\_\_\_ (Notary). (Print name) \_\_\_\_\_

My commission expires on \_\_\_\_\_

## § 54.1-1103. Necessity for license; requirements for water well drillers and landscape irrigation contractors; exemption.

A. No person shall engage in, or offer to engage in, contracting work in the Commonwealth unless he has been licensed under the provisions of this chapter. The Board may waive any provision of this chapter for Habitat for Humanity, its local affiliates or subsidiaries, and any other nonprofit organization exempt from taxation under § 501(c)(3) of the Internal Revenue Code (26 U.S.C. § 501(c)(3)) for the purpose of constructing or rehabilitating single-family dwellings that will be given to or sold below the appraised value to low-income persons. Prior to a joint venture engaging in, or offering to engage in, contracting work in the Commonwealth, (i) each contracting party of the joint venture shall be licensed under the provisions of this chapter or (ii) a license shall be obtained in the name of the joint venture under the provisions of this chapter.

B. Except as provided in § 54.1-1117, the issuance of a license under the provisions of this chapter shall not entitle the holder to engage in any activity for which a special license is required by law.

C. When the contracting work is for the purpose of landscape irrigation or the construction of a water well as defined in § 32.1-176.3, the contractor shall be licensed, regardless of the contract amount, as follows:

1. A Class C license is required when the total value referred to in a single contract or project is no more than \$10,000, or the total value of all such water well or landscape irrigation contracts undertaken within any 12-month period is no more than \$150,000;
2. A Class B license is required when the total value referred to in a single contract is \$10,000 or more, but less than \$120,000, or the total value of all such water well or landscape irrigation contracts undertaken within any 12-month period is \$150,000 or more, but less than \$750,000; and
3. A Class A license is required when the total value referred to in a single contract or project is \$120,000 or more, or when the total value of all such water well or landscape irrigation contracts undertaken within any 12-month period is \$750,000 or more.

§ 54.1-1101. Exemptions; failure to obtain certificate of occupancy; penalties.

A. The provisions of this chapter shall not apply to:

7. 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;

8. 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;

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

10. 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.);

11. Any owner-developer, provided that any third party purchaser is made a third party beneficiary to the contract between the owner-developer and a licensed contractor whereby the contractor's obligation to perform the contract extends to both the owner-developer and the third party; and

12. Work undertaken by students as part of a career and technical education project as defined in § [22.1-228](#) established by any school board in accordance with Article 5 (§ [22.1-228](#) et seq.) of Chapter 13 of Title 22.1 for the construction of portable classrooms or single family homes.

All other contractors performing work for any government or for any governmental agency are subject to the provisions of this chapter and are required to be licensed as provided herein.

B. Any person who is exempt from the provisions of this chapter as a result of subdivision 7, 10, 11, or 12 of subsection A shall obtain a certificate of occupancy for any building constructed, repaired or improved by him prior to conveying such property to a third party purchaser, unless such purchaser has acknowledged in writing that no certificate of occupancy has been issued and that such purchaser consents to acquire the property without a certificate of occupancy.

C. Any person who is exempt from the provisions of this chapter as a result of subdivision 7, 8, 9, 10, 11, or 12 of subsection A shall comply with the provisions of the Uniform Statewide Building Code (§ 36-97 et seq.).

D. Any person who violates the provisions of subsections B or C shall be guilty of a Class 1 misdemeanor. The third or any subsequent conviction of violating subsections B or C during a 36-month period shall constitute a Class 6 felony.

#### § 54.1-1111. Prerequisites to obtaining business license; building, etc., permit.

A. Any person applying to the building inspector 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 inspector 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 an 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.

It shall be unlawful for the building inspector or other authority to issue or allow the issuance of such permits unless the applicant has furnished his license or certificate number issued pursuant to this chapter or evidence of being exempt from the provisions of this chapter.

The building inspector, or other such authority, violating the terms of this section shall be guilty of a Class 3 misdemeanor.