

## **Contractor Licensing Exemption Worksheet**

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 license or certification.

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

- The work consists of the repair and/or improvement to an existing dwelling which is my primary residence.
- I am the owner of the property and the structure will be used as my primary residence when completed. I have not constructed a primary residence in Virginia during the last 24 months.
- I am the owner of the property and the structure will be a gift to a member of my immediately 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 owned by me 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).
- I am an owner-developer and have contracted a properly licensed entity. The third party purchaser has been mad a third party beneficiary to the contract.

Name of Contractor: \_\_\_\_\_

License Number: \_\_\_\_\_

- I have no financial interest in the property or the structures for which the permit is sought and will not benefit in any way should the property or structures be sold. I am not being paid nor am I receiving anything of value in association with the work involved in this project including discounts in rent or forgiveness of any present or future debt.

***If one of the listed exemptions is claimed, please complete the affidavit on the reverse side.***

## Affidavit for Permit Authorization

*This affidavit certifies that the party listed is not a licensed architect, engineer, or licensed contractor and is not subject to the licensing requirements by law. This affidavit must be notarized and submitted along with the permit application. Copies of signed affidavits are unacceptable.*

**Project Address:** \_\_\_\_\_

I \_\_\_\_\_, owner of the property listed above, wish to obtain permits for the construction, or installation work to be performed at my property. I understand that the permits obtained pursuant to this affidavit will be issued in my name and that I am acting as the contractor for this project. I accept responsibility for the work performed and affirm that I am familiar with the prerequisites of Section 54.1-1111 of the Code of Virginia and I am not subject to licensure as a contractor or subcontractor.

*If the tenant is to be granted authorization to obtain a permit on behalf of the property owner, this form must be completely filled out by the property owner when another party is submitting an application(s) on the owner's behalf.*

I, \_\_\_\_\_, owner of the property listed above, certify that I have granted, \_\_\_\_\_, my duly authorized agent, permission to obtain permits for the construction or installation work performed at the above referenced property.

\_\_\_\_\_, Owner Phone # \_\_\_\_\_

Address: \_\_\_\_\_,

City, State: \_\_\_\_\_, Zip \_\_\_\_\_

has appeared before me in the city, or county of \_\_\_\_\_, VA

on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, in the presence of the undersigned notary.

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

My commission expires the \_\_\_\_\_ day of \_\_\_\_\_.

Registration Number: \_\_\_\_\_

**NOTE TO PROPERTY OWNERS:** If you made arrangements with a contractor to do this work, the Town of Cape Charles strongly suggests that the contractor be the party to secure the necessary permit(s). When contractors obtain a permit in their name, they indicate their responsibility for this work. When you sign this affidavit and obtain the permit(s) in your name for work performed by the contractor, enforcement actions against the contractor for code violations become difficult. When the contractor applies for the permit(s), the Town will verify that the contractor is properly licensed by the state and local laws. Unwillingness by the contractor to obtain the necessary permit(s) may be an indication that the contractor is not properly licensed. If you have any questions regarding this matter, please contact Code Enforcement at 331-3259 before signing this form.