



**COUNTY OF ALBEMARLE**  
**Department of Community Development**  
**401 McIntire Road, North Wing**  
**Charlottesville, Virginia 22902-4596**

**Phone (434) 296-5832**

**Fax (434) 972-4126**

Permit # \_\_\_\_\_

**CONTRACTOR/SUBCONTRACTOR LICENSURE EXEMPTION AFFIDAVIT**

Section 108.4 of the Virginia Uniform Statewide Building Code requires that any person applying for a building permit be duly licensed as a contractor/subcontractor under the terms of Chapter 11 of Title 54.1 of the Code of Virginia, or be exempt from such licensure.

“Contractor” means any person, that for a fixed price, commission, fee, or percentage undertakes to bid upon, or accepts, or offers to accept, orders or contracts for performing, managing, or superintending in whole or in part, the construction, removal, repair or improvement of any building or structure permanently annexed to real property owned, controlled, or leased by him or another person or any other improvements to such real property.

I have applied for the building permit identified above. I affirm that I am familiar with the Virginia Uniform Statewide Building Code requirement for contractor/subcontractor licensure under the terms of Chapter 11 of Title 54.1 of the Code of Virginia, and that I am exempt from such licensure.

The basis for my exemption is the following (applicant must initial at least one):

1. \_\_\_\_ The work is performed by a government agency with its own forces
2. \_\_\_\_ The work is bid upon or undertaken for the United States armed services under the Armed Services Procurement act
3. \_\_\_\_ The work is bid upon or undertaken for the United States government on federal property
4. \_\_\_\_ The work is bid upon or undertaken for the Virginia Department of Transportation on state highway and/or bridges
5. \_\_\_\_ The applicant is excluded by another law, such law being: \_\_\_\_\_
6. \_\_\_\_ The applicant is a material supplier rendering advice but not providing construction or installation services
7. \_\_\_\_ The applicant is performing or supervising work on no more than one primary residence owned by him/her for his/her own use during any 24-month period
8. \_\_\_\_ The applicant is performing or supervising work on his/her own property as a gift to an immediate family member, provided that such family member (mother, father, son, daughter, brother, sister, grandchild, grandparent, mother-in-law or father-in-law) lives in the house

9. \_\_\_\_ The applicant is performing or supervising work on industrial or manufacturing facilities, or on a commercial or retail building for his/her own use
10. \_\_\_\_ The applicant is performing or supervising work on residential dwelling unit(s), subject to the Virginia Residential Landlord and Tenant Act, owned by him/her
11. \_\_\_\_ The applicant is an owner-developer, provided that any third-party purchaser is made a third-party beneficiary to the contract between the applicant and a licensed contractor whereby the contractor's obligation to perform the contract extends to both the applicant and the third-party purchaser
12. \_\_\_\_ The work is undertaken by students as part of a career and technical education project, established by any school board, on the construction of portable classrooms or single-family homes

I understand that any reference to me in this document also includes the company or entity that I own, work for or represent.

I understand that even if I am exempt from licensure pursuant to the provisions of Exemptions 7, 8, 9, 10, 11 or 12 above, I must comply with all other provisions of the Virginia Uniform Statewide Building Code.

I understand that even if I am exempt from licensure pursuant to the provisions of Exemptions 7, 10, 11 or 12 above, I shall obtain a certificate of occupancy, or other evidence of building code compliance, prior to conveying the property described in the building permit application to a third-party purchaser, unless such purchaser has acknowledged in writing that no certificate of occupancy, or other evidence of building code compliance has been issued and that such purchaser consents to acquire the property without a certificate of occupancy or other evidence of building code compliance.

I understand that working without a valid contractor's license, or without being duly exempt from such licensure, subjects me to criminal prosecution.

\_\_\_\_\_ (applicant's name - printed)

\_\_\_\_\_ (applicant's signature)

Signed and sworn to before me by:

\_\_\_\_\_ (applicant's name – printed),

COMMONWEALTH OF VIRGINIA  
CITY/COUNTY OF \_\_\_\_\_:

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

My Commission Expires: \_\_\_\_\_

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