



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

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Application # _____

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.

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. ____ 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. ____ 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. ____ 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. ____ The applicant is supervising the repair or improvement 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
13. ____ Any person who performs the removal of building detritus or provides janitorial, cleaning, or sanitizing services incidental to the construction, removal, repair, or improvement of real property
14. ____ Work undertaken by a person providing construction, remodeling, repair, improvement, removal, or demolition valued at \$2,500 or less per project on behalf of a properly licensed contractor, provided that such contractor holds a valid license in the residential or commercial building contractor classification. However, any construction services that require an individual license or certification shall be rendered only by an individual licensed or certified in accordance with this chapter. 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

I understand that even if I am exempt from licensure pursuant to the provisions of Exemptions 7, 10, 11, or 12 I shall obtain a certificate of occupancy for any building constructed, repaired or improved 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

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

Any person who violates any provision of the regulations shall be guilty of a Class 1 misdemeanor. The third or any subsequent conviction of violating such during a 36-month period shall constitute a Class 6 felony

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

I, _____ (applicant's name - printed), in accordance with the appropriate number checked above, do hereby certify that I am exempt from licensure of Chapter 11 of Title 54.1 of the Code of Virginia as outlined above. I further understand that if I hire or enter into a contractual agreement with any party associated with this project that they must be licensed in accordance with the Code of Virginia. I further acknowledge that I have read and understand the information provided to me in this affidavit.

_____ (applicant's signature)

The foregoing instrument was signed and acknowledged before me in the:

COMMONWEALTH OF VIRGINIA CITY/COUNTY OF _____: this
_____ day of _____, 20_____

My Commission Expires: _____

Notary Public