



## DEPARTMENT OF CODE ADMINISTRATION

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Director

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This statement certifies that I \_\_\_\_\_, owner/owner's agent of the property located at \_\_\_\_\_; who is not a licensed architect, engineer, or contractor, is not subject to licensure or certification as a contractor or subcontractor pursuant to Chapter 11 of Title 54.1 of the Code of Virginia. I also understand that the permits obtained pursuant to the 2021 Uniform Statewide Building Code will be in my name and that I am acting as contractor for this project. I accept full responsibility for the work performed.

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date

### NOTICE TO OWNER

If you decide to make arrangements with a contractor to complete the work intended by this permit(s), the City of Alexandria strongly recommends that the contractor be the responsible party to secure the permits required by the Uniform Statewide Building Code (USBC). When contractors apply for permits, the city will verify that he/she is properly licensed by the State and City to perform the intended work. Unwillingness by the contractor to obtain required permits may be an indication that he/she is not properly licensed.

**For your protection, do not deal with unlicensed contractors.** If you have any questions about licensing regulations, please contact the Permit Center at [permit.center@alexandriava.gov](mailto:permit.center@alexandriava.gov) or by phone at **703.746.4200** or the Virginia State Board for Contractors (DPOR) at [www.dpor.virginia.gov](http://www.dpor.virginia.gov) or by phone at **804.367.8511**.

Also, in accordance with **Section 54.1-1101 (Exemptions) of the Code of Virginia (COV)**; you as the owner supervising or performing work consistent with the construction, removal, repair, or improvement of a primary residence and have not owned more than one primary residence in Virginia during the past 24 months is exempt from the code per this section.