



**CITY OF ALEXANDRIA, VIRGINIA**  
**Department of Code Administration – Permits Division**  
**Property Owner's Affidavit**

Owner's Name \_\_\_\_\_

Property Address \_\_\_\_\_

Telephone \_\_\_\_\_

Email Address \_\_\_\_\_

*THIS DOCUMENT CONTAINS IMPORTANT INFORMATION REGARDING CONTRACTORS LICENSURE LAW AS ESTABLISHED BY TITLE 54.1, CHAPTER 11, OF THE CODE OF VIRGINIA. PLEASE READ CAREFULLY BEFORE SIGNING.*

**NOTICE TO OWNER**

In accordance with **Code of Virginia § 54.1-1111**, any person applying to the Department of Code Administration for the construction, removal or improvement of any structure shall furnish prior to the issuance of the permit either (1) satisfactory proof to the building official that he is duly licensed or certified under the terms of Code of Virginia §54.1- 1100 et seq. to carry out or superintend the same or (2) file a written statement, supported by an affidavit, that he is not subject to licensure or certification as a contractor or subcontractor pursuant to Code of Virginia §54.1- 1100 et seq. The applicant shall also furnish satisfactory proof that the taxes or license fees required by the City, have been paid so as to be qualified to bid upon or contract for the work for which the permit has been applied.

**Section 54.1-1101 (Exemptions)** - The provisions of this chapter shall not apply to the following (Check those which apply):

- 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.
- 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.
- 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.
- 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 (Code of Virginia §55-248.2 etseq.).
- Other exemption expressly listed in Section 54.1-1101.

I hereby affirm that I have read **Code of Virginia § 54.1-1111** (on reverse) and fully understand the contents thereof; that I am not subject to licensure as a contractor or subcontractor. I further affirm that I will be solely responsible for all construction on the described property allowed by the permit(s) hereby issued. If the work is performed by any other person or firm employed by me, that person or firm must comply with state and local contractor licensing laws.

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

\_\_\_\_\_  
Date

I, the undersigned Notary Public for the aforesaid jurisdiction, do hereby certify that \_\_\_\_\_, owner of the property described in the Affidavit, whose name is signed to the foregoing Affidavit, has appeared before me on this day \_\_\_\_\_ of \_\_\_\_\_, 20\_\_\_\_ and acknowledge the same as true and correct.

Commission Expiration Date \_\_\_\_\_

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

**Section 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.

B. Any contractor applying for or renewing a business license in any locality in accordance with Chapter 37 (§ [58.1-3700](#) et seq.) of Title 58.1 shall furnish prior to the issuance or renewal of such license either (i) satisfactory proof that he is duly licensed or certified under the terms of this chapter or (ii) 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.

No locality shall issue or renew or allow the issuance or renewal of such license unless the contractor has furnished his license or certificate number issued pursuant to this chapter or evidence of being exempt from the provisions of this chapter.