



City of Lexington - Department of Planning & Development
Office of the Building Official

Owner & Contractor Licensure/Certification Exemption Affidavit

OWNERS NAME: _____
PROPERTY ADDRESS: _____
DAYTIME TELEPHONE #: _____

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

NOTICE TO OWNER

TITLE 54.1-1111. Prerequisites to obtaining business license; building, etc., permit. 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.

TITLE 54.1-1101 (Exemptions) – The provisions of this chapter shall not apply to: *(Please check the appropriate box)*

- 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 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 (§ [55-248.2](#) et seq.);
- Other; please list the exemption as specified in 54.1-1101:

WARNING

I hereby affirm that I have read Title 54.1-1111 of the Code of Virginia 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. I understand that anyone who undertakes work without a valid Virginia Contractor's license or certificate, when a license or certificate is required by the Act, is subject to criminal prosecution.

Please print this form and bring with you to the City of Lexington Planning Department. Must sign in front of Notary.

Signature of Owner	Date

COMMONWEALTH OF VIRGINIA – County of Rockbridge, to wit:

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

Notary Public

My commission expires