



Owner/Builder Affidavit for Exemption from Contractor License

Code of Virginia - § 54.1-1103. Necessity for license

<https://law.lis.virginia.gov/vacode/title54.1/chapter11/section54.1-1103/>

A. No person shall engage in, or offer to engage in, contracting work in the Commonwealth **unless he has been licensed** under the provisions of this chapter.

*You can verify if a contractor is licensed on DPOR at: <https://www.dpor.virginia.gov/LicenseLookup>

Owner & Property Information

Owner Name: _____

Property Address: _____ Lot #: _____

City: Roanoke State: VA Zip: _____

Phone: _____ Email: _____

*If property owner is an LLC or Corporation, please provide a member or corporate officer name and address

Member/Officer Name: _____

Member/Officer Address: _____

City: _____ State: _____ Zip: _____

Please check how you qualify for an exemption from a contractor's license under § 54.1-1101 or § 55.1-1220:

<https://law.lis.virginia.gov/vacode/title54.1/chapter11/section54.1-1101/> & <https://law.lis.virginia.gov/vacode/title55.1/chapter12/section55.1-1220/>

I certify that I am....(see page 2 for simplified exemption meanings)

- ___ 1) 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
- ___ 2) 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
- ___ 3) 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
- ___ 4) 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 (§ 55.1-1200 et seq.)
- ___ 5) The landlord and tenant may agree in writing that the tenant perform the landlord's duties specified in subdivisions A 3, 6, and 7 and also specified repairs, maintenance tasks, alterations, and remodeling, but only if the transaction is entered into in good faith and not for the purpose of evading the obligations of the landlord and if the agreement does not diminish or affect the obligation of the landlord to other tenants in the premises.
- ___ 6) **Other qualifying exemption:** *(please specify)*

Code of Virginia, § 54.1-1111. Prerequisites to obtaining business license; building, etc., permit.

<https://law.lis.virginia.gov/vacode/title54.1/chapter11/section54.1-1111/>

A. Any person applying to the building official..., 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... **(ii) file a written statement that he is not subject to licensure or certification as a contractor or subcontractor pursuant to this chapter....**

By signing this document, you understand that any false statements are in violations of the Code of Virginia, § 54.1-1111, and may result in denial of permit, fines, or other penalties deemed appropriate by the Building Official and the City of Roanoke.

Signature: _____ **Date:** _____



Owner/Builder Affidavit Simplified Exemption Meanings

PLEASE READ CAREFULLY

No person can engage in contracting work (or be hired) unless that person is a licensed contractor.

You can perform the work yourself without a contractor's license if you meet one of the below simplified versions of each exemption listed on page 1.

- 1) I am personally performing work on the dwelling that I live in, 2) if I am paying anyone to assist me, those individuals are licensed contractors*, AND 3) I have not performed work on another dwelling that I have lived in in the last 24 months.
- 2) I am personally performing work on a dwelling that is on my property, 2) the dwelling will be given as a gift to a relative (as listed above), and 3) if I am paying anyone to assist me, those individuals are licensed contractors*.
- 3) I am the owner of, or am directly employed by (not a contractor for) a business performing work on a facility that I own or lease for my use, AND 2) if I am paying anyone to assist me, those individuals are licensed contractors*.
- 4) I am the owner/landlord of a residential rental property or am directly employed by (not a contractor for) the owner/landlord performing work on my property, AND 2) if I am paying anyone to assist me, those individuals are licensed contractors*, AND 3) this work does not involve initially establishing/constructing the rental unit.
- 5) I am a tenant, and the owner/landlord and I have entered into an agreement for me to personally perform the work in the dwelling I live in, 2) if I, or the owner/landlord, am paying anyone to assist me, those individuals are licensed contractors*, AND 3) the landlord is still required to meet any landlord obligation for other tenants on the premise.
- 6) Please specify any other qualifying exemptions based on another qualifying exemption not listed, and can be found at: <https://law.lis.virginia.gov/vacode/title54.1/chapter11/section54.1-1101/> or <https://law.lis.virginia.gov/vacode/title55.1/chapter12/section55.1-1220/>.

***All Contractors being hired must be licensed and qualified to do the type and value of work.**

Contractors are required to be listed on Roanoke's "**Subcontractor Listing**" form. This form must be added to your permit. You can find a copy of the "Subcontractor Listing" form at: <https://www.roanokeva.gov/1157/Documents>.

You can also verify a Contractor's license number and credentials on Virginia's **DPOR** website at: <https://www.dpor.virginia.gov/LicenseLookup>

By signing page 1, you are verifying that you qualify for an exemption from a contractor's license, and that if you hire anyone to assist you, you agree that those individuals will be licensed contractors.