



Statement of Exemption from Required Contractor Licensing

***Only applies to an applicant who is NOT a Virginia Licensed Contractor**

Version 2023-3-16

Owner / Applicant: _____

Property Address: _____

Phone Number(s): _____

READ BEFORE SIGNING

NOTICE TO OWNER: *Unlicensed contracting is illegal.* A "Statement of Exemption" waives the requirement for providing state and local contractor's licenses. The exemption is for applicants/owners who are skilled with construction or construction management and those who elect to assume full responsibility for their project. By signing this statement, you become the permit holder and the responsible party for project completion.

Before issuance of a permit to construct, remove or improve any structure, Section 108.4 of the Virginia Uniform Statewide Building Code (USBC) requires the applicant to either:

1. Be duly licensed or certified under the terms Chapter 11 of Title 54.1 of the Code of Virginia, **or,**
2. File a written statement that he/she is not subject to licensure or certification.

Please check the lawful exemption applicable to your project scope:

Any person who performs or supervises the construction, removal, repair, or improvement of no more than one primary residence, including accessory structures, owned by him/her and for his/her own use during any 24-month period.

Any person who performs or supervises the construction, removal, repair, or improvement of a house upon his/her own real property as a bona fide gift to an immediate family member, provided such member lives in the house.

Any person who performs or supervises the repair or improvement of industrial or manufacturing facilities, or a commercial or retail building, for his/her own use.

Any person who performs or supervises the repair or improvement of residential dwelling units owned by him/her that are subject to the Virginia Residential Landlord and Tenant Act (§55.1-1200 et seq.)

*Questions? – Please Contact the PWC Permitting Office Directly at 703-792-6924

Signature of Owner / Applicant _____ Date _____

By signing this document, you indicate you have read and understand the important information above

Signature forgery is the act of falsely replicating another person's name or signature on documents, which is against the law and considered a crime.