



Mathews County, VA Building Department (804) 725-7171

Owner's Affidavit

Name: _____

Address: _____

Date: _____

I Affirm that I am the owner of the above property/building and that I have applied for a building permit. I also affirm that I am not subject to licensing as a contractor. I am also aware I will be fully responsible to ensure that any work is performed to and in accordance with the Virginia Uniform Statewide Building Code (USBC).

Signature: _____

County/City/Town of:

The foregoing instrument was acknowledged before me this _____

Day of _____, 20_____.

(Name of person seeking acknowledgment)

Notary Public

My commission expires: _____

§ 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.

Note: it is a violation of the Code of Virginia (Title 54.1 chapter 11) to act as a contractor without a license or to accept bids from an unlicensed contractor. If anyone other than the individual named above, performs work which exceeds \$1,000.00 (any value if work involves trade work), a license is required. The individual named above shall be responsible for all work performed under this permit.

By signing this document, you attest that per § 54.1-1101 you are claiming one of the exemptions listed on page 2 of this document.

Please **Circle** which exemption you are using/claiming from the list below
(§ 54.1-1101. Exemptions from Licensing)

1. Any governmental agency performing work with its own forces;
2. Work bid upon or undertaken for the armed services of the United States under the Armed Services Procurement Act;
3. Work bid upon or undertaken for the United States government on land under the exclusive jurisdiction of the federal government either by statute or deed of cession;
4. Work bid upon or undertaken for the Department of Transportation on the construction, reconstruction, repair or improvement of any highway or bridge;
5. Any other persons who may be specifically excluded by other laws but only to such an extent as such laws provide;
6. Any material supplier who renders advice concerning use of products sold and who does not provide construction or installation services;
7. 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;
8. 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;
9. 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;
10. 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.);
11. Any owner-developer, provided that any third-party purchaser is made a third-party beneficiary to the contract between the owner-developer and a licensed contractor whereby the contractor's obligation to perform the contract extends to both the owner-developer and the third party;
12. Work undertaken by students as part of a career and technical education project as defined in § [22.1-228](#) established by any school board in accordance with Article 5 (§ [22.1-228](#) et seq.) of Chapter 13 of Title 22.1 for the construction of portable classrooms or single family homes;
13. Any person who performs the removal of building detritus or provides janitorial, cleaning, or sanitizing services incidental to the construction, removal, repair, or improvement of real property;
14. Any person who is performing work directly under the supervision of a licensed contractor and is (i) a student in good standing and enrolled in a public or private institution of higher education, (ii) a student enrolled in a career training or technical education program, or (iii) an apprentice as defined in § [40.1-120](#); and
15. Work undertaken by a person providing construction, remodeling, repair, improvement, removal, or demolition valued at \$5,000 or less per project on behalf of a properly licensed contractor, provided that such contractor holds a valid license in the (i) residential building, (ii) commercial building, or (iii) home improvement building contractor classification. However, any construction services that require an individual license or certification shall be rendered only by an individual licensed or certified in accordance with this chapter.

Mathews County Building Department

17 Court St. Mathews VA 23109 Phone: (804) 725-7171 Website: www.mathewscountyva.gov

This form must be completed for any project where an owner's affidavit has been used;
if a building owner has been issued a permit, this form must be completed.

Project Info

Permit Number	
911 Address	
Tax Map Number	
Flood Zone (SFHA)	

Contractor Name	Phone Number	DPOR License Number
Building Permit		
Plumbing Permit		
Electrical Permit		
Mechanical Permit		
Misc. Permit		

NOTE: all contractors & sub-contractors must be licensed by the State of Virginia DPOR