



Loudoun County  
 Department of Building & Development  
 1 Harrison Street S.E., P.O. Box 7000, Leesburg, VA 20177-7000  
 (703) 777-0220 www.loudoun.gov/buildingpermits

**Statement of Owner/Lessee License Exemption**

Permit (s) Require a Written Statement Prior To Permit Issuance

Owner's Name \_\_\_\_\_ Email Address \_\_\_\_\_

**VA**

Address of Property Where Work is Being Performed \_\_\_\_\_ City/Town \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Phone Number \_\_\_\_\_

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

**NOTICE TO OWNER**

**54.1-1111. Prerequisites to obtaining business license; building, etc., permit.** Any person applying to the building official 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 official 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, 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.

**TITLE 54.1-1101. Exemptions; failure to obtain certificate of occupancy; penalties - 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 other person who may be specifically excluded by other laws but only to such an extent as such laws provide.
- 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 (§ 55-248.2 et seq.).
- 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 where by the contractor's obligation to perform he contract extends to both the owner-developer and the third party.
- Work undertaken by students as part of a career and technical education project as defined in Section 22.1-228 established by an school board in accordance with Article 5 (Section 22.1-228 et seq.) of Chapter 13 Title 22.1 for the construction of portable classrooms or single family homes.

Building and Development Staff Only to List Permit(s) Number(s) Associated With This Written Statement

Permit(s) #(s) \_\_\_\_\_

**WARNING**

I hereby affirm that I have read Title 54.1-1111 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) issued** pursuant to this Written Statement. If the work is performed by any other person or firm employed by me, than I shall be responsible to assure that person or firm shall comply with state and local contractor licensing laws. **Any permit obtained by a person who knowingly makes any false, fictitious or fraudulent statement or representations shall be deemed void.**

Owner's/Lessee's Signature \_\_\_\_\_

Date \_\_\_\_\_