

Building Safety Division  
Development Services Center  
810 Union Street, 1<sup>st</sup> Floor  
Norfolk, Virginia 23510  
(757) 664-6565



**NOTE: THIS DOCUMENT CONTAINS IMPORTANT INFORMATION CONCERNING THE VIRGINIA  
CONTRACTOR'S LICENSING LAW. PLEASE READ CAREFULLY BEFORE SIGNING.**

**PROPERTY OWNER/CONTRACTOR LICENSURE AFFIDAVIT**

I \_\_\_\_\_ of \_\_\_\_\_ (mailing address)  
Affirm that I am the property owner and/or contractor for the owner of a certain tract or parcel of land  
located in the City of \_\_\_\_\_  
Norfolk at \_\_\_\_\_ and that I have applied for a building permit to  
erect a structure on said land or repair or improve an existing structure on said land.

***I affirm that I am aware of the provisions of Title 54.1, Chapter 11, of the Code of Virginia that  
requires a contractor to be properly licensed before he may bid or undertake contracting work of  
\$1,000 or more. I further certify that I am familiar with the responsibilities of an awarding  
authority specified in Section 54.1111 of the Code which prohibits any awarding authority from  
issuing permits or allowing the issuance of such permits to any contractor not properly licensed  
under the provisions of the Code, and that to do so would constitute the commission of a  
misdemeanor.***

I affirm that I am duly licensed under the terms of Title 54.1, Chapter 11, Code of Virginia to carry out  
or superintend this work; OR I am not subject to licensure as a contractor, subcontractor, or owner-  
developer pursuant to such title. I affirm that I have paid in full any license fees required by any county,  
city, or town so as to qualify me to bid upon or contract for the work for which this permit has been  
applied.

**"Class A Contractors"** perform or manage construction, removal, repair, or improvements when (i) the total value  
referred to in a single contract or project is \$120,000 or more, or (ii) the total value of all such construction, removal,  
repair, or improvements undertaken by such person within any 12-month period is \$750,000 or more.

**"Class B Contractors"** perform or manage construction, removal, or repair, or improvements when (i) the total value  
referred to in a single contract or project is \$10,000 or more, but less than \$120,000, or (ii) the total value of all such  
construction, removal, repair or improvements undertaken by such person within any 12-month period is \$150,000 or  
more, but less than \$750,000.

**"Class C Contractors"** perform or manage construction, removal, repair, or improvements when (i) the total value  
referred to in a single contract or project is over \$1,000 but less than \$10,000, or (ii) the total value of all such  
construction, removal, repair, or improvements undertaken by such person within any 12-month period is less than  
\$150,000. The Board shall require a master tradesmen license as a condition of licensure for electrical, plumbing, and  
heating, ventilation and air conditioning contractors.

This permit becomes null and void if work or construction authorized is not commenced within 6 months, or  
if the construction or work is suspended or abandoned for a period of 6 months at any time after work is  
commenced.

I hereby certify that I have read and examined this application and know the same to be true and correct. All  
provisions of laws and ordinances governing this type of work will be compiled with whether specified herein or  
not, the granting of a permit does not presume to give authority to violate or cancel the provisions of any other  
state of local law regulating construction or the performance of construction.

Property Owner or Contractor

Printed Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date