



CITY OF FAIRFAX- VIRGINIA

FIRE DEPARTMENT-CODE ADMINISTRATION

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www.fairfaxva.gov/code

Owner Exemption Statement

Pursuant to the **Code of Virginia §§ 54.1-1101 and 54.1-1111**, and in accordance with the **Virginia Uniform Statewide Building Code**, any individual applying for a building and/or trade permit in the Commonwealth must either:

- Provide satisfactory proof of a valid Virginia Department of Professional and Occupational Regulation (DPOR) contractor license, or
- File this written statement affirming that they qualify for an exemption from licensure under the laws of the Commonwealth of Virginia.

I hereby affirm that I am the legal owner of the property listed below and request an exemption from contractor licensing requirements under one or more of the following criteria, **as outlined in § 54.1-1101 of the Code of Virginia**.

☐ **Residential Owner-Builder** - I am performing or supervising the construction/repair of a single-family dwelling I own and occupy as my primary residence. Limited to one project per 24 months.

☐ **Gift to Immediate Family**- I am constructing/repairing a residence as a bona fide gift to an immediate family member (parent, child, sibling, grandparent, grandchild, or in-law) who will occupy the home.

☐ **Commercial/Industrial Owner**- I am performing or supervising the work on a commercial, industrial, or retail building I own and from which I operate my business.

! Notice: This exemption does **not** apply to individuals constructing or supervising construction for the purpose of sale, lease, rental, or speculative investment. A valid Virginia contractor license is required in those cases.

Notice To Property Owners: Pursuant to the **Virginia Uniform Statewide Building Code**, and the **Code of Virginia (§54.1-1101 et seq.)**, if a contractor is hired to perform the work, the permit must be issued in the contractor's name. When a contractor obtains the permit, they assume full legal responsibility for compliance with all applicable codes, and the City verifies that the contractor holds a valid Virginia DPOR license. Issuing the permit to the contractor also ensures compliance with worker's compensation insurance requirements and helps protect the property owner from potential liability. Anyone who does not qualify for an exemption under the Code of Virginia must hold a valid Virginia contractor's license. **Unlicensed contracting is illegal** and may result in enforcement actions and penalties. Property owners are strongly encouraged to verify that all contractors are properly licensed and insured before work begins.

Owner Acknowledgment

I, _____, affirm under oath that I have read and understood the above information. I certify that I meet the exemption criteria under the **Code of Virginia § 54.1-1101** and the **Virginia Uniform Statewide Building Code** and that I am not required to hold a contractor license for the work described.

Project Address: _____ Fairfax VA _____

Owner Name (Print): _____

Owner Signature: _____ Date: _____

Notary Acknowledgment

Commonwealth of Virginia, County/City of _____

Subscribed and sworn before me this ____ day of _____, 20, by _____.

Notary Public Signature: _____

My commission expires: _____

Registration No.: _____

(Seal/Stamp)