



CONTRACTOR

PROOF OF STATE LICENSE/CERTIFICATION OR EXEMPTION DECLARATION

In accordance with the Code of Virginia §54.1-1111(B), effective July 1, 2010, no locality shall issue or renew a local business license unless the contractor has provided his/her state license or tradesman certification issued by the Virginia Department of Professional and Occupational Regulation (DPOR) or written statement of being exempt from the requirements, supported by an affidavit.

Provide a copy of one item listed or complete the affidavit declaration below:

- **Class A Contractor License** – Any contractor who undertakes a single project, the total value of which is \$120,000.00 or more, with no limit on aggregate annual total is required to have a valid Class A License.
- **Class B Contractor License** – Any contractor who undertakes a single project, the total value of which is over \$10,000.00 but less than \$120,000.00, with an aggregate annual total of \$750,000.00 is required to have a valid Class B License.
- **Class C Contractor License** – Any contractor who undertakes a single project, the total value of which is over \$1,000.00 but less than \$10,000.00 with an aggregate annual total of \$150,000.00 is required to have a valid Class C License.
- **Tradesman** – Must have tradesman certification regardless of project amount (e.g. electrical, plumbing, heating, ventilation, and air condition)

AFFIDAVIT

Legal Status: Sole Proprietor ____ Partnership ____ LLC ____ Corporation ____ Other _____

Legal Name of Business: _____

Reason for exemption: _____

OATH, I THE UNDERSIGNED APPLICANT DO SWEAR (OR AFFIRM) THAT THE FOREGOING INFORMATION IS TRUE, FULL AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND BELIEF AND IN ACCORDANCE WITH THE CODE OF VIRGINIA §54.1 AND THAT I UNDERSTAND THE TERMS OF ALL APPLICABLE LICENSES.

Applicant: _____ Title: _____
(Please print)

Signature: _____ Date: _____

City/County of _____ State/Commonwealth of _____

Subscribed and acknowledged before me, this _____ day of _____, 20 _____

By _____
(Name of person signing affidavit) (Signature of Notary Public)

Reg. No. _____ My Commission Exp. _____