



CITY OF MANASSAS
 DEPARTMENT OF COMMUNITY DEVELOPMENT
 DEVELOPMENT SERVICES DIVISION
 9027 Center Street Room 201
 Manassas, VA 20110
 Phone: 703-257-8278 Fax: 703-257-5831

OWNERS NAME: _____

PROPERTY ADDRESS: _____ MANASSAS, VA 20110

DAYTIME TELEPHONE 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

TITLE 54.1-1111. Prerequisites to obtaining building etc. permit. Any person applying to the code 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 code 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, supported by affidavit, that he is not subject to licensure or certification as a contractor of 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) – The provisions of this chapter shall not apply to:

Please check the appropriate box.

- Any person who performs or supervised 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 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.)

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 of subcontractor. **I further affirm that I will be solely responsible for all construction on the described property allowed by the permit(s) hereby issued.**
 If the work is performed by any other person or firm employed by me, that person or firm must comply with state and local contractor licensing laws.

 Signature of Owner

 Date

COMMONWEALTH OF VIRGINIA

City _____ to wit:

I, the undersigned Notary Public for the aforesaid jurisdiction, do hereby certify that _____, owner of the property described in the Affidavit, whose name is signed to the foregoing Affidavit, has appeared before me on this _____ day of _____ 20__ and acknowledge the same as true and correct.

 Notary Public

My commission expires: _____



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Memo To: Property Owners Applying for Permits
From: Jamie S. Collins, Development Services Manager
Subject: Policies, Practices, Procedures

This memorandum is being presented to you to provide information that may be helpful for your permitted project.

1. The permit is being issued to you as authority to proceed with construction in accordance with the Virginia Uniform Statewide Building Code (VUSBC). You are responsible for compliance with every provision of the VUSBC. City inspection staff is responsible for reviewing your project in the field and determining how well the project complies with code. If your project is not constructed in accordance with the VUSBC, they will provide a list of code deficiencies and try to explain the defects and give you some guidance for compliance. The detail that they are able to provide is dependent on their workload that day and may not be comprehensive (see #3 below). However, complete compliance is totally your responsibility. Section 1 12.1 of the VUSBC states that it is the duty of any person performing work covered by this code to comply with all applicable provisions of the code and to perform and complete such work so as to secure the results intended by the VUSBC.
2. Many homeowners apply for and secure their own permits at the recommendation of contractors. While this practice does not violate the code, the City of Manassas strongly recommends that homeowners insist that contractors secure their own permits. The permittee is responsible for code compliance, fees, and code violations. Violations are criminal misdemeanors and are prosecutable. If code violations are to be prosecuted, the permittee will be cited. If the contractor pulls their own permits, the City can verify that they are appropriately licensed and can hold them responsible later if problems arise.
3. Some homeowners find they are less than competent in the construction trades and possess less than the required knowledge of the building codes. The City strongly recommends for those types of homeowners, that they secure the services of a licensed contractor to either construct the project or provide advice such that the City inspector does not identify code violations during their visits.
4. City staff is very busy and may not be readily available as a code resource if information is needed. Please consider the services of licensed contractors. Those individuals are trained, licensed by the State, bonded and can provide complete services.