

Commissioner of the Revenue
Post Office Box 15285
Chesapeake, Virginia 23328

PROOF OF STATE LICENSE/CERTIFICATION OR EXEMPTION DECLARATION

CONTRACTOR

The Code of Virginia 54.1-1111(B) provides that no locality shall issue or renew a local business license unless the contractor has furnished his state license or certification number as issued by the State Board of Contractors, Virginia Department of Professional and Occupational Regulation (DPOR) or a written statement of being exempt from the requirements, supported by an affidavit.

PROVIDE A COPY OF YOUR CLASS A, CLASS B, CLASS C CONTRACTORS LICENSE, TRADESMAN CERTIFICATION OR COMPLETE THE EXEMPTION DECLARATION BELOW.

STATE LICENSE REQUIREMENTS

- **Class A Contractor License:** Any contractor who undertakes a single project, the total value of which is \$120,000 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 but less than \$120,000, with an aggregate annual total of \$750,000 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 but less than \$10,000, with an aggregate annual total of \$150,000 is required to have a valid Class C License.
- **Tradesman Certification:** Must have tradesman certification regardless of project amount (e.g. electrical, plumbing, heating, ventilation, and air conditioning).

Applicant Name: _____ Business License Account # _____

AFFIDAVIT

EXEMPTION DECLARATION: I declare or affirm that I am not subject to licensure or certification as a contractor or subcontractor pursuant to the Code of Virginia Title 54.1, as required by the Virginia Department of Professional and Occupational Regulation (DPOR).

Name of Person Signing Affidavit

Title

State/Commonwealth of _____ City/County of _____

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

By _____
Affiant's Signature

Signature of Notary Public

Notary Registration Number _____

My commission expires: _____