



Susan L Draper
 Commissioner of the Revenue
 P.O. Box 1459
 Suffolk, Virginia 23439



VIRGINIA CONTRACTORS EXEMPTION FORM

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 Contractors:** Have no monetary limits.
- **Class B Contractors:** May perform work of **less than \$120,000** for a single contract and are limited to an aggregate total of all contracts performed in a twelve month period of **less than \$750,000**.
- **Class C Contractors:** May perform work when the total value of a single contract or project is **over \$1,000 but less than \$10,000** or the total of all projects performed in a twelve month period is **less than \$150,000**.
- **Tradesman Certification:** May perform work **less than \$1,000** for a single project and must do less than \$150,000 of work in a single year. If either is exceeded, a contractor’s license must be obtained.
- Electrical, plumbing, heating, ventilation, and air conditioning must have tradesman certification regardless of project amount.
- Landscape irrigation and water well contractors must be licensed as a Class A, Class B or Class C contractor regardless of the dollar amount of the project or contract.
- Elevator installation and repair: Must be performed by a certified elevator mechanic regardless of the amount of the project.

EXEMPTION DECLARATION: 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).

Applicant Signature: _____ Date: _____ Business License Account # _____

AFFIDAVIT

State/Commonwealth of _____ City/County of _____

The foregoing instrument was acknowledged before me, this ____ day of _____, 20____,

by _____.
 (name of person signing acknowledgement)

 Signature of Notary Public

Notary Registration No. _____ My Commission Expires _____