

CONTRACTOR STATEMENT AND AFFIDAVIT

Code of Virginia (§ 54.1-1111 (B) Prerequisites to obtaining business license; building, etc., permit) requires:

Any contractor applying for or renewing a business license in any locality in accordance with Chapter 37 (§ [58.1-3700](#) et seq.) of Title 58.1 shall furnish prior to the issuance or renewal of such license either (i) satisfactory proof that he is duly licensed or certified under the terms of this chapter or (ii) a written statement, supported by an affidavit, that he is not subject to licensure or certification as a contractor or subcontractor pursuant to this chapter. No locality shall issue or renew or allow the issuance or renewal of such license unless the contractor has furnished his license or certificate number issued pursuant to this chapter or evidence of being exempt from the provisions of this chapter.

Virginia Workers' Compensation Commission (WCC) requirement:

The annual filing of Form 61A – Contractor’s Certificate of Workers’ Compensation Insurance can now be **SUBMITTED DIRECTLY to the WCC** (online at <https://webfile.workcomp.virginia.gov/portal/vwc-portal/Form61A> or by mail). Upon filing, contractor will receive an “Insurance Acknowledgment” from WCC, a copy of which **MUST** be provided to the Commissioner of the Revenue by the contractor in order to receive your original or renewed business license. A printable Form 61A is available on our website at www.fcva.us/biztax. The process must be done even if a contractor is not required to carry workers’ comp insurance.

WRITTEN STATEMENT OF CONTRACTOR

_____ is not subject to licensure or certification as a contractor or
[PRINT: Name of Business]
subcontractor pursuant to Chapter 54.1 of the Code of Virginia, as amended. Contact DPOR for any questions by phone at 804.367.8511 or visit their website at www.dpor.virginia.gov.

AFFIDAVIT OF CONTRACTOR
[to be signed before a Notary Public]

COMMONWEALTH OF VIRGINIA)
) to wit,
COUNTY OF FREDERICK)

I, _____, as _____ of _____
[PRINT: your Name] [Title/Signing Capacity (“Owner,” “President” etc.)] [Name of Business]

being the owner or, if business is an entity such as a trust, partnership, limited liability company, or corporation, being a member, partner, executive officer, or other person specifically authorized in writing to sign on behalf of said Business, first being duly sworn, do hereby depose and state:

_____ is not subject to licensure or certification as a contractor or subcontractor
[PRINT: Name of Business]
pursuant to Chapter 54.1 of the Code of Virginia, as amended.

I have received a copy of this completed/signed Contractor Statement and Affidavit.

_____ *Date*

_____ *Signature*

Subscribed and sworn to before me
on this _____ day of _____, 20____

Notary Public

My commission expires: _____