



Affidavit of Permit Authorization

This affidavit certifies that the party listed below, who is not a lessee, licensed architect, engineer, or contractor, has been granted authorization to obtain a permit(s) on behalf of a property owner. It must be filled out completely by the property owner if another party is submitting a permit application(s) on the owner's behalf. This form must be notarized, and the original, notarized form must be submitted prior to permit issuance. Copies of affidavits are unacceptable.

I, _____, certify that I am the owner of the property listed below and that I have granted _____, my duly authorized agent, permission to obtain the permits necessary for the construction (or installation) of

_____ at the following address:

_____ I understand that the permits obtained pursuant to this affidavit will be in my name and that I am acting as contractor for this project. I accept full responsibility for the work performed.

_____ Property Owner (Name)

_____ Property Owner (Signature)

NOTARY:

Commonwealth of Virginia

County/City of _____

The foregoing was acknowledged before me this

_____ day of _____, 20_____.

_____ Notary Signature

Note to Property Owners:

By signing this affidavit, you are obtaining a permit(s) in your name and assuming full responsibility for the work performed. When a permit is issued in the name of the property owner, any enforcement actions for code violations against a contractor who performed the work become more difficult. If you have made arrangements with a contractor to do this work, the City of Virginia Beach strongly suggests that the contractor be the party to secure the necessary permit(s) and therefore assume full responsibility for the work performed. In addition, when a contractor applies for a permit, the City will verify that the contractor is licensed as required by state and local laws. Unwillingness on the part of a contractor to obtain the necessary permit(s) in their name may be an indication that the contractor is not properly licensed. If you have any questions regarding this matter, please call Permits and Inspections at (757) 385-4211 prior to signing this form.