



# CITY OF VIRGININA BEACH PERMITS AND INSPECTIONS AFFIDAVIT OF PERMIT AUTHORIZATION

*This affidavit certifies that the party listed, 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 an application(s) on the owner's behalf. This form must be notarized and must be submitted prior to issuance. Copies of affidavits are unacceptable.*

I, \_\_\_\_\_, owner of the property listed below certify that I have granted, \_\_\_\_\_, my duly authorized agent, permission to obtain the permits necessary for the construction (or installation) of \_\_\_\_\_ at the following address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(include suite # if applicable)

**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.**

\_\_\_\_\_  
Signature of property owner

\_\_\_\_\_  
Date

STATE OF \_\_\_\_\_:

:to-wit:

CITY OF \_\_\_\_\_:

I, \_\_\_\_\_, a Notary Public in and for the aforesaid State hereby certify that \_\_\_\_\_ appeared before me in the State and City aforesaid and executed this affidavit on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

My Commision Expires the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

**Note to property owners:**  
If you 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). When contractors obtain a permit in their name, they indicate their responsibility for the work. When you sign this affidavit you are obtaining a permit(s) in your name for work that will be performed by a contractor. This should be avoided. When a permit is issued solely in the name of the property owner, enforcement actions against the contractor for code violations become more difficult. In addition, when the contractor applies for the 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) may be an indication that the contractor is not properly licensed. If you have any questions regarding this matter, please call the Permits and Inspections Division at (757) 385-4211 prior to signing this form.