



Culpeper County
Building Department
 302 N. Main Street • Culpeper, VA 22701
 P: (540) 727-3405 • F: (540) 727-3461

Property Ownership Affidavit

Section 108.3 of the Uniform Statewide Building Code (USBC) requires that all permit applications list the full name and address of the owner of the permitted property. The Building Department verifies property ownership prior to permit issuance. In certain circumstances, county records will reflect property ownership that is different from that appearing on a permit application. In such cases, it is the responsibility of the owner to provide evidence of property ownership prior to permit issuance. This affidavit provides an opportunity for individuals and companies to certify that under the definition of "owner" found in the USBC they are the owners of the property for which the application is being submitted. Completed affidavit forms may be submitted to the Building Department in lieu of providing other documentation such as settlement papers. This affidavit must be completed by the property owner listed on the application and must be submitted prior to permit acceptance. If you have any questions, please call the Building Department at 540-727-3405, prior to signing this form. Copies of signed affidavits cannot be accepted.

(Please Print)

Owner, as defined in the USBC, means "the owner or owners of the freehold of the premises or lesser estate therein, a mortgagee or vendee in possession, assignee of rents, receiver, executor, trustee or lessee in control of a building or structure."

I _____, hereby swear under oath that, to the best of my knowledge, the following statement is true. Pursuant to the definition of "owner" per the USBC, the individual or company listed below:

Name: _____

Mailing Address: _____

is the owner of the property located at _____ Tax Map # _____

and as such, may apply for a permit as the owner in accordance with Section 108.3 of the USBC.

Signature _____ Title _____ Date _____

(For Notary Use Only):

State of _____ City/County of _____

I, _____, a Notary Public in and for the aforesaid State hereby certify that the

following person: _____ appeared before me in the State and City/County aforesaid

and executed this affidavit on the following date: (month, day, year): _____

Notary Signature: _____ Registration Number: _____

My Commission Expires: _____