



**CITY OF MANASSAS**  
**DEPARTMENT OF COMMUNITY DEVELOPMENT**  
**PLANNING & DEVELOPMENT**  
 9800 Godwin Drive  
 Manassas, VA 20110  
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**FOR STAFF USE ONLY**

APPLICATION NUMBER \_\_\_\_\_

BUILDING APPROVAL \_\_\_\_\_ APPROVAL DATE \_\_\_\_\_

ZONING APPROVAL \_\_\_\_\_ APPROVAL DATE \_\_\_\_\_

TOTAL OCCUPANCY \_\_\_\_\_ TOTAL PERMIT FEES \$ \_\_\_\_\_

**BUILDING PERMIT APPLICATION (TEMPORARY STRUCTURES)**

**Event Location Information**

Manassas Museum, 9101 Prince William Street  Harris Pavilion, 9201 Center Street

Other \_\_\_\_\_

**Project Information – Check All That Apply**

Tent (900 Sq.Ft. or more OR an occupant load more than 50)  Stage  Inflatable Device  Other \_\_\_\_\_

Type of Temporary Structure \*Note: Additional Application and Fee Required for **HAZ Use Permit** for Tents

Is this part of City Special Event Permit?  Yes  No Is this part of Private Commercial Event Permit?  Yes  No

\_\_\_\_\_ Date of Event \_\_\_\_\_ Date of Setup \_\_\_\_\_ Date of Inspection \_\_\_\_\_ Date of Removal \_\_\_\_\_

**Applicant Information**

\_\_\_\_\_ Applicant Name \_\_\_\_\_ Applicant Email Address \_\_\_\_\_

\_\_\_\_\_ Applicant Address \_\_\_\_\_ Applicant Phone Number \_\_\_\_\_

\_\_\_\_\_ Business Name \_\_\_\_\_ Alternate Phone Number \_\_\_\_\_

**Vendor Information - If Applicable**

\_\_\_\_\_ Vendor Name \_\_\_\_\_ Vendor Email Address \_\_\_\_\_ Vendor Phone Number \_\_\_\_\_

**Fee Schedule**

Stage	\$150.00 (total)	\$ _____
Inflatable Device	\$35.00 (per device)	\$ _____
Tent	\$250.00 (total) <i>*Note: Includes \$150.00 for Building Permit and \$100.00 for HAZ Use Permit</i>	\$ _____

**Disclaimer and Signature**

*I hereby certify that I am the owner of record for the property listed on this application, or that have been authorized by the owner to make application as their authorized agent. I hereby certify that all information provided for the issuance of this permit is true and accurate and agree to conform to all applicable laws of the City of Manassas. For the work described in this application, I authorize the code official or their authorized representative to have the authority to enter areas covered by this permit at any reasonable time to inspect and enforce the provisions of the code.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Plans and Specifications**

*Project Description:*

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**Tent Specifications**

*Length*                      *Width*                      *Height*                      *Distance to Building*

**Proposed Stage Specifications**

*Length*                      *Width*                      *Height*                      *Distance to Building*

**USE THIS SPACE TO DRAW PROPOSED LAYOUT**

*\*FOR STAGES OR TENTS INCLUDE LOCATIONS AND # OF ITEMS SUCH AS TABLES AND CHAIRS*

