



CITY OF MANASSAS  
 DEPARTMENT OF COMMUNITY DEVELOPMENT  
 PLANNING & DEVELOPMENT  
 9800 Godwin Drive  
 Manassas, VA 20110  
 Phone: 703-257-8278 Fax: 703-257-5831  
[www.manassascity.org/691/Development-Services](http://www.manassascity.org/691/Development-Services)  
 Email: [PermitStatus@ci.manassas.va.us](mailto:PermitStatus@ci.manassas.va.us)



### CERTIFICATE OF USE APPLICATION

#### Applicant Information

Applicant Name \_\_\_\_\_

Date of Application \_\_\_\_\_

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

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

#### Property Information

Property Address \_\_\_\_\_

Subdivision / Project Name \_\_\_\_\_

Property Owner Name \_\_\_\_\_

Owner Phone Number \_\_\_\_\_

Business Name/ DBA \_\_\_\_\_

Tenant Phone Number \_\_\_\_\_

Proposed Use

Change of Ownership of Business/Building  New Business  Other

Const. Type: \_\_\_\_\_

Certificate Requested for \_\_\_\_\_

Total Sq. Ft. \_\_\_\_\_

Zoning District \_\_\_\_\_

Zoning Use Category \_\_\_\_\_

Use Group \_\_\_\_\_

Yes

No

IBC

IRC

Suppression System

Building Code Used

Parking tabulation submitted?  Yes  No

Note: Submission of an updated parking tabulation is REQUIRED with Application for Certificate of Use for all changes of use which do not require submission of a site plan or building permit.

Signs to be erected, re-faced or replaced?  Yes  No

Note: If yes, a permit application is required to be submitted before work. If located within the Historic Overlay District, approval must be given by the Architectural Review Board prior to the issuance of a permit.

Are you planning to do any interior or exterior work?  Yes  No

If yes, please explain: \_\_\_\_\_

#### 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: \_\_\_\_\_

#### Staff Use Only

Use Permit Number: \_\_\_\_\_

Total Permit Fees:\$ \_\_\_\_\_

Date of Payment: \_\_\_\_\_

Building Approval: \_\_\_\_\_

Zoning Approval: \_\_\_\_\_

Total Occupancy: \_\_\_\_\_

**Using Fee Schedule, Include Total Cost Where Applicable**

*Fee Total*

Residential (R-5 Construction Type Only):	\$65.00	\$ _____
Commercial:	\$90.00	\$ _____
Temporary Occupancy or Use:	\$75.00	\$ _____
Change of Use:	\$90.00	\$ _____
	<b>TOTAL FEES</b>	\$ _____