



CITY OF MANASSAS
DEPARTMENT OF COMMUNITY DEVELOPMENT
PLANNING & DEVELOPMENT
 9027 Center Street, 2nd Floor
 Manassas, VA 20110
 Phone: 703-257-8278 Fax: 703-257-5831
www.manassasva.gov/permits
 Email: permitstatus@manassasva.gov

FOR STAFF USE ONLY

APPLICATION NUMBER _____

BUILDING APPROVAL _____ APPROVAL DATE _____

ZONING APPROVAL _____ APPROVAL DATE _____

TOTAL OCCUPANCY _____ TOTAL PERMIT FEES \$ _____

BUILDING PERMIT APPLICATION

Owner/Property Information

Property/Site Address _____ Subdivision/Project _____

Property Owner Name _____ Property Owner Email Address _____ Property Owner Phone Number _____

Project Information

Tenant Name _____ Subdivision / Project Name _____

New Addition Alteration/Repair Demolition Signs Foundation Other _____

Type of Improvement

Residential Commercial/Industrial Public Other _____ Const. Type: _____
 (Ex: 1a, 1b, 2a, 2b, 3a, 3b, 4a, 4b, 5a, 5b)

Type of Construction

Use Group of Building _____ Total Sq. Ft. _____ Zoning District _____ Suppression System Yes No IBC IRC
 Building Code Used

Is this building located in a Historic Overlay District? Yes No If yes, please provide ARB Case # _____

Plans and Specifications attached Value of Work or Contract Cost: \$ _____

Project Description: _____

Applicant Information

Applicant Name Architect Engineer Agent _____ Business Name _____

Applicant Address _____ Applicant Phone Number _____

Applicant Email Address _____ Alternate Phone Number _____

Contractor Information

Contractor Name _____ Contractor Email Address _____ Contractor Phone Number _____

State Contractor License Number _____ License Expiration Date _____ Classification _____

City Business License Number _____ License Expiration Date _____ :

Note: City Business License Number is required if office is located in City OR if work inside the City exceeds \$25,000 in a calendar year or per permit/job

Lien Agent? Yes No (If yes, please provide information below)

Name _____ Address _____ Phone Number _____

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: _____

Using Fee Schedule, Include Total Cost Where Applicable

<input type="checkbox"/> All New Building Construction (Except R-5 Construction Type):	\$200.00 Minimum	\$ _____
<input type="checkbox"/> Single family homes (R-5 construction type only) Note: Includes all new construction, additions, decks, structures and accessories	\$.45 per sq ft; Includes all trades and construction. \$100.00 minimum / _____ Sq. Ft.	\$ _____
All Plan Revision (except single family homes/R-5 construction type)	\$30.00 per page / _____ Pages	\$ _____
Single Family Home Plan Revision (R-5 construction type only)	\$70.00; not including revisions to decks and other minor work	\$ _____
Removal of Building to New Location	1% of the contract price, or \$400.00, whichever is greater	\$ _____
Interior Renovations/Alterations/Basement (All non-structural work)	\$.40 per sq. ft. \$230.00 minimum / _____ Sq. Ft.	\$ _____
Residential Code Modification (R-5 construction type only)	\$150.00	\$ _____
Commercial Code Modification	\$275.00	\$ _____
Fences, Walls, Towers and other Structure Not Defined as a Building	1.5% of the contract price or \$150.00 minimum	\$ _____
Demolition Permit – Bond	\$150.00 and a bond based on the estimated cost of work to be performed as approved by the City Manager or their designee. Such bond shall be forfeited in the event that all material and rubbish is not removed from the site within thirty (30) days of expiration of the permit.	\$ _____
Signs	\$135.00 for a wall sign and \$205.00 for a freestanding sign	\$ _____
Residential Swimming Pools (including hot tubs)	\$200.00 for an above ground pool and \$345.00 for an in-ground pool.	\$ _____
Commercial In-Ground Swimming Pool	\$425.00	\$ _____
Modular Furniture	\$90.00 or 0.5% of the cost of construction over \$2,000.00	\$ _____
Construction Trailer	\$250.00	\$ _____
Sales or Office Trailer	\$350.00	\$ _____
Plan Review – Residential Minor (R-5 Construction Type Alterations & Repairs)	\$50.00	\$ _____
Plan Review – Residential Major (R-5 Construction Type New Construction and Additions)	\$150.00	\$ _____
Plan Review – All other Construction Types	\$150.00	\$ _____
	TOTAL FEES	\$ _____