



**CITY OF MANASSAS**  
**DEPARTMENT OF COMMUNITY DEVELOPMENT**  
**PLANNING & DEVELOPMENT**  
 9800 Godwin Drive  
 Manassas, VA 20110  
 Phone: 703-257-8278 Fax: 703-257-5831  
[www.manassasva.gov/permits](http://www.manassasva.gov/permits)  
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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**

**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 <b>Alterations &amp; Repairs</b> )	\$50.00	\$ _____
Plan Review – Residential Major (R-5 Construction Type <b>New Construction and Additions</b> )	\$150.00	\$ _____
Plan Review – All other Construction Types	\$150.00	\$ _____
	<b>TOTAL FEES</b>	\$ _____