What is the process?

The basic process is the same for all structures:

1. Prior to placing your structure on the lot, contact Development Services for setback, easement and lot coverage requirements.

2. Gather these documents:

- House Location Survey — showing the proposed setback distances between the structure and all property lines, and the distance to other structures on the property.
- Construction drawings (only when a permit is required) — two sets, including:
  - a. dimensioned floor plan
  - b. front and side view elevations
  - c. detailed drawings showing the structural framing, including member sizes and spacing
  - d. details showing how the structure will be secured to the ground — the manufacturer's anchoring details must be provided.

Note: If the structure is purchased and is greater than 256 square feet, be sure you get a copy of the structural plans for your specific unit, and not generalized plans. The plans should be provided by the seller or manufacturer.

3. Complete a building permit or zoning certification application.

4. The documents will be reviewed by staff and once they are satisfied, the permit will be issued.

5. Pay the required fee.

6. After receiving the permit, you can begin construction.

7. Call for the required inspection(s) as you proceed.

8. Obtain an approved final inspection.

What inspections are required?

The following inspections are typically required:

- Footing inspection (if the structure will be over 256 square feet)
- Slab inspection (if the structure will have a concrete floor)
- Framing inspection
- Electrical inspection (if applicable)
- Mechanical and/or gas inspection (if applicable)
- Plumbing inspection (if applicable)
- Insulation for heated buildings
- Final inspection by Building Inspection Department and any of the other city departments

Schedule Inspections, Check Your Project Status & Pay Fees Online

www.manassascity.org/buildingpermits

or

Email: inspectionrequest@manassasva.gov

Phone: (703) 257-8278

Manassas

HISTORIC HEART. MODERN BEAT.

Your Guide to the Permit and Inspection Process For Sheds, Carports, and Garages



City of Manassas

Community Development Department

9027 Center Street Room 201

Manassas, VA 20110

703-257-8278 Fax: 703-257-5831

www.manassascity.org/ds

When is a building permit required?

All carports or garages and sheds **greater than 256 square feet** require a building permit. Even if a structure is 256 square feet or less and does not require a building permit, it still r**equires a zoning certification application.**

Zoning and building code requirements shall be met for all structures, including those not requiring a building permit. Before placing the structure on the lot, obtain city approval.

What do you need if your structure is larger than 256 square feet?

The following permits are required:

- The homeowner or the contractor must apply for a building permit.
- An electrical permit will be required if the structure will have electricity.
- A mechanical or gas permit will be required if the structure will be heated mechanically.
- A plumbing permit will be required if the structure will have water.

What do you need if your structure is between 257-600 square feet?

If your structure is between 257-600 square feet and has an eave height of less than 10 feet, you need:

- A permanent foundation at least 12 inches below final grade. Typical permanent foundation systems include concrete piers (12 inches by 12 inches by 8 inches thick) or continuous concrete footings.
- Garages & carports need an approved floor surface either with floor drains or with a slope toward the entrance.

What do you need if your structure is over 600 square feet?

A shed, carport or other structure that is over 600 square feet must be supported on continuous frost footings at least 24 inches below finished grade.

Does it matter what materials are used to build the structure?

No--unless the structure is in a Historic District. The code makes no distinction between a prefab structure that is delivered on-site completely assembled, or a structure that is erected on-site.

Are there other building Code Requirements?

- All detatched structures greater than 256 square feet or with an eave height greater than 10 feet require footings. Structures less than 256 square feet may also require footings under certain conditions.
- A tool shed, storage shed, play-house, carport or similar structure with light-frame construction must be anchored to the ground. Typical anchorage systems may include auger type or strap type tie-downs. All wood in contact with the ground should be approved pressure preservative treated.

What are the permit fees?

Information concerning fees can be found at www.manassascity.org/appsandfees

or

By contacting the Development Services Division at 703-257-8278.

Fees are subject to change annually

In addition to a building permit these requirements may also be applicable:

- The structure must comply with Zoning Ordinance setbacks from all property lines.
- Determine if your property is in a Historic District. If it is, call us or consult www.manassascity.org/HOD for more information.
- The shed must be anchored to the ground to resist wind loads.
- If it has electricity, it will require an electrical permit.

tool sheds greater than 256 square feet need a building permit

What is exempt from a permit?

One story detached structures used as tool & storage sheds, playhouses, or similar uses, provided the building area doesn't exceed 256 square feet. Note: a zoning certification may still be required.