



CITY OF MANASSAS

DEPARTMENT OF COMMUNITY DEVELOPMENT

DEVELOPMENT SERVICES DIVISION

9027 Center Street, Room 201, Manassas, VA 20110

P.O. Box 560 Manassas, VA 20108

Phone: 703-257-8278 ♦ Fax: 703-257-5831 ♦ Email: permitstatus@ci.manassas.va.us

REQUEST TO STORE FURNITURE, STOCK SHELVES AND/OR STORE EQUIPMENT PRIOR TO ISSUANCE OF AN OCCUPANCY PERMIT

[] RESIDENTIAL [] COMMERCIAL

TO: DEVELOPMENT SERVICES MANAGER
FROM: OWNER(S) OR TENANT(S)
RE: STORAGE OF FURNITURE AND/OR EQUIPMENT

OWNER/TENANT: _____
SITE ADDRESS: _____
SUBDIVISION: _____ **SECTION:** _____
LOT: _____ **BUILDING PERMIT #:** _____

I/We hereby request that City of Manassas grant permission to the undersigned to store furniture, stock shelves and/or store equipment prior to the issuance of an occupancy permit. All furniture and/or equipment will be placed toward the center of the room(s) to enable inspectors to conduct their inspections with minimal difficulty.

It is understood that City of Manassas will not be held responsible for any damage or loss of stored items.

I/We understand that the use of the structure prior to the issuance of an occupancy permit for habitat, training, meetings, sale events, etc., is a misdemeanor pursuant to Section 36-106 of the Code of Virginia and upon conviction may be punishable by a fine of not more than one thousand dollars.

I/We further understand that someone authorized by myself must be present each time an inspector is scheduled to inspect the premise.

OWNER/TENANT: _____ **DATE:** _____

.....
Site Recommendation _____ **Fire Marshal Recommendation** _____
Zoning Recommendation _____ **Building Recommendation** _____

APPROVED:

Eric Lowe, Development Services Manager

THIS IS NOT AN OCCUPANCY PERMIT

**THIS PERMIT ALLOWS STORING OF FURNITURE, STOCKING SHELVES,
STORING EQUIPMENT ONLY!**