

When is a permit required?

- If a new structure is built.
- If a structure is changing dimensions or location.

What type of permit is required?

- Zoning Permit: If the structure is 256 sq. ft. or less.
- Building Permit: If the structure is 257 sq. ft. or more. A swimming pool that is greater than 150 sq. ft., over 24" high, or exceeds 5,000 gallons.

When is a permit *not* required?

- If an existing structure is repaired or maintained.
- If an existing structure (256 sq. ft. or less) is torn down, and a new, replacement structure is built in the same location with the same dimensions.

What are the requirements for R1, R2, R2S zoned Single Family Homes?

Setbacks

- **Front yard:** accessory structures are not allowed in the front yard
- **Rear setbacks:** 5 ft. to the rear and side property lines
- **Side yard setbacks:** R1 zoned homes: 15 ft. to each side property line. R2 and R2S zoned homes: minimum of 10 ft. to each side property line. However, the total distance added between each side yard must be at least 25 ft.

Maximum Height

- 22 ft. to the roof ridge.
- 16 ft. for a flat roofed structure.

40% Rule

- The area of all accessory structures on a property may equal a maximum area of 40% of the lot coverage of the house.

What if I live on a R1, R2, or R2S zoned corner lot?

Front yard setbacks: accessory structures are not allowed.

Property lines perpendicular to streets:

- Same as rear setbacks noted above.

Property lines parallel to streets:

- The minimum distance is 20 feet.

What are the requirements for R3 and R5 zoned Townhomes?

Number allowed: 1 structure (only permitted in rear yard)

Setbacks: R3 & R5 Townhomes: None

Maximum Area: 80 sq. ft.

Maximum Height: 8.5 ft.

What is an Accessory Structure?

A separate structure on the same lot as the house.

Examples include: **sheds, detached garages, car ports, pergolas, gazebos, green houses, above ground swimming pools**, etc.

What if I live in the Historic District?

All accessory structures in the Historic Overlay District must meet the City of Manassas Historic Design Guidelines, and may need Architectural Review Board approval before construction.

Building requirements for different sizes of structures?

Structures between 257 sq. ft. and 600 sq. ft.:

- Permanent foundation 12 inches below ground
- Garages and carports need an approved floor drain and slope

Structures over 600 sq. ft.:

- Must be supported on continuous frost footings 24 inches below finished grade

What about easements or City facilities?

There must be a minimum of 4 ft. from transformers and fire hydrants. Structures are not allowed in easements, but can be reviewed on a case-by-case basis.

What are the application requirements?

- 1) The **Zoning and Building permit** applications are on the City website. The Zoning permit has a \$50 application fee. The Building permit fee depends on the scope of the project.
- 2) **House Location Survey:** This is a scaled survey created by a Land Surveyor that shows an aerial view of your property. The proposed accessory structure should be drawn to scale.
- 3) **Building Permit Plans (2 sets):** For Building permit applications, submit plans showing: 1) a dimensioned floor plan, 2) front and side view elevations, 3) drawings detailing the structural framing including member sizes and spacing, 4) details showing how the structure will be secured to the ground.
- 4) **Building Permit Inspections:** Depending on the scope of the project, multiple inspections may be required including footings, and framing. These need to be completed while the structure is under construction. Call or email to schedule your inspection.