



**CITY OF MANASSAS**  
**DEPARTMENT OF COMMUNITY DEVELOPMENT**  
**DEVELOPMENT SERVICES DIVISION**

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Visit Development Services on the web at <http://manassascity.org/index.aspx?NID=691>

## 10 Things to know about the Occupancy Permit Process:

1. A separate application is required for a certificate of occupancy and can be found at:  
<http://manassascity.org/DocumentCenter/View/21996>
2. All third party inspection reports and final certification letter shall have been received, reviewed, and approved by the City.
3. All special inspection reports and final certification letter shall have been received, reviewed, and approved by the City.
4. Approved pre-occupancy inspection by City Fire Marshal.
5. Site work completed in accordance with approved site plan and approved site inspection for occupancy.
6. Approved zoning sign off for occupancy.
7. All building permits shall have approved final inspections
8. All trade permits shall have approved final inspections.
9. Ancillary construction shown on site plan such as monument signs, dumpster enclosures, retaining walls, and site lighting shall be permitted independently from the site development permit and shall have approved final inspections.
10. Additional information on the occupancy permit process can be found at:  
<http://manassascity.org/index.aspx?NID=726>