



CITY OF MANASSAS
 DEPARTMENT OF COMMUNITY DEVELOPMENT
 PLANNING & DEVELOPMENT
 9027 Center Street, Room 201
 Manassas, VA 20110
 Phone: 703-257-8278 Fax: 703-257-5831
www.manassascity.org/691/Development-Services
 Email: PermitStatus@ci.manassas.va.us



BUILDING PERMIT APPLICATION

Applicant Information

Applicant Name (Architect, Engineer, Agent)	Date of Application
Applicant Address	Applicant Phone Number
Applicant Email Address	Alternate Phone Number

Owner/Property Information

Property Address	Subdivision / Project Name
Property Owner Name	Property Owner Phone Number
Property Owner Email Address	

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	<input type="checkbox"/> Applicant Waiver Provided * FEES WAIVED

*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

Project Information

New
 Addition
 Alteration/Repair
 Demolition
 Signs
 Foundation
 Other _____
 Type of Improvement

Residential
 Commercial/Industrial
 Public
 Other _____
 Const. Type: _____
 Type of Construction (Ex: 1a, 1b, 2a, 2b, 3a, 3b, 4a, 4b, 5a, 5b)

Use Group of Building _____
 Total Sq. Ft. _____
 Zoning District _____
 Yes No
 Suppression System _____
 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: _____

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: _____

For Staff Use Only

Application Number: _____	Total Permit Fees: \$ _____	Date of Payment: _____
Building Approval: _____	Zoning Approval: _____	Total Occupancy: _____

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