



CITY OF MANASSAS

DEPARTMENT OF COMMUNITY DEVELOPMENT

DEVELOPMENT SERVICES DIVISION

9027 Center Street, Room 201, Manassas, VA 20110

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

CERTIFICATE OF OCCUPANCY/USE PROCEDURES

The purpose of this handout is to explain the Certificate of Occupancy/Use (CO) process for the City of Manassas, the responsibility of the applicant, and the responsibility of each City agency in recommending approval of the CO to the Building Official. The CO is the final document issued by the Building Official to authorize the occupancy of a structure upon completion of all building components, per Section 116.1 of the 2012 Virginia Uniform Statewide Building Code (VUSBC).

In the City of Manassas, the CO process begins and ends with Development Services. The CO ensures the final approval of all newly issued building and associated trade permits, the completion of required grading or other site plan items, and compliance with all applicable Architectural Review Board (ARB), Board of Zoning Appeals (BZA) and Special Use Permit (SUP) conditions.

It is highly recommended that a one week "cushion" be allowed between the completion of construction and the intended settlement date, "move-in" date, or grand opening event requiring an issued CO. This one week period will allow for any noted deficiencies to be corrected in time for the scheduled settlement/opening without delay. While Development Services usually conduct final inspections on the date requested, the typical review time for a CO is two business days, and outside agencies may require *additional* time for their inspections. It is important to designate one person to coordinate the inspection process, communicate with the inspection agencies to resolve any inspection disapprovals, and then follow up with Development Services to obtain the Certificate of Occupancy.

Even with the best planning and communications, it is sometimes necessary to request to move furniture in or stock goods prior to the CO being approved and issued. These requests are considered on a case-by-case basis and require the approval of the Building Official or designee. A Stocking Permit form is available from Development Services and online at <http://manassascity.org/DocumentCenter/View/21551>. Before considering a stocking request the installed fire alarm and/or sprinkler systems must pass all field acceptance tests. It is important to advise prospective homeowners that their household goods may not be covered by insurance (damage or theft) when the house has not yet gone to settlement. The homeowner should check with their insurance company for advice on interim coverage. Remember that an approved stocking permit is for goods only; it is *not* authorization for people to occupy or sleep in the structure.

It is sometimes possible for the Building Official and Zoning Administrator to approve the temporary occupancy of a structure in accordance with Section 116.1.1 of the USBC. In order for a temporary CO to be considered, all portions of the structure to be occupied must not endanger life or public safety. This means that required fire alarms and suppression/sprinkler systems must be installed and pass field acceptance tests; 'common area' issues are complete; accessibility requirements are complete; SUP conditions tied to occupancy are complete; and there are no access/egress issues which would endanger the building occupants.

CERTIFICATE OF OCCUPANCY CHECKLIST

In order to be ready for issuance of the CO, please use the following agency checklist to make sure that the project is ready for CO approval. Please contact each agency by the number provided if you have any questions about what is required or inspected.

Development Services – (Zoning – Site – Building)

703-257-8278

I. Zoning/Planning (Requires 1-3 inspection days)

In most cases, approval will require compliance with the following items:

1. For Special Use Permits, the applicant shall comply with all conditions of SUP permit approval.
2. Conditions of BZA are met.
3. Exterior HVAC equipment and required screening is in place.
4. All conditions of approval have satisfied the Director of Community Development.
5. Verify that proffer payments have been received.
6. For ARB cases, compliance with the Certificate of Appropriateness and design guidelines.
7. A new parking tabulation may be required for Commercial Alteration/ Change of Use.
8. Approved site inspection from Zoning for occupancy.

II. Development Site Plan (DSP) (Requires 1-3 inspection days)

In most cases approval will require compliance with the following items:

1. All landscaping and plantings installed.
2. Pavement installed in roadways and parking areas as delineated on the approved plan.
3. All parking requirements are met and lot is striped.
4. The applicant shall demonstrate compliance of the approved plan.
5. There is free access to the building to be occupied.
6. If applicable, fencing installed to separate remaining construction from the area to be occupied.
7. Building/House numbers are posted.
8. Erosion and sediment control conditions of site plan are met.
9. Storm and sanitary sewers are clean and functional (not blocked).
10. Sanitary sewers must be tv'd and accepted by Public Works.
11. Roof drains, sumps pumps and foundation drains are tied to storm sewer.
12. Emergency vehicle easement signs are installed.
13. Fire hydrants are installed and painted.
14. Accessible parking spaces are properly located, signed, sized, and marked.
15. Street names signs are installed.
16. Site lights are installed and working with approved final inspections (requires separate building permit).
17. The street and site area are clean and free of mud and construction debris.
18. Approved final site inspection for occupancy.

III. Building Inspections (Requires 1-3 inspection days)

In most cases approval will require compliance with the following items:

1. All trade permits have received final inspection (electrical, plumbing and mechanical)
2. Building permit has received final inspection
3. Accessibility requirements are met as delineated on approved plans
4. All third party inspection reports have been submitted indicating that outstanding issues are satisfied. Be sure to include the 'Final Statement of Inspections' signed and sealed by your Registered Design Professional (RDP) or Structural Engineer of Record (SER).
5. Submit all special inspections certified by your RDP or SER.
6. All signage has proper permits and inspections.
7. Approved pre-occupancy inspection from the Fire Marshal (commercial projects only)
8. 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.

Fire Prevention Inspections

firemarshal@manassasva.gov

1. Fire Protection Systems
 - a. Installed fire alarm and/or sprinkler system is operable with approved final inspection.
 - b. Knox boxes are installed with all access keys
2. Emergency vehicle signs (EVS) are posted
3. Fire prevention code permits are applied for where needed for places of assembly (i.e.: restaurants, dining areas, party rooms; meeting rooms, etc.), storage of hazardous materials, etc.
4. After the approved final building inspection, a pre-occupancy inspection by the office of the Fire Marshal is required.

Utilities

As Listed Below

8500 Public Works Dr. Manassas, VA 20110

For construction metering questions, please contact the following departments.

Electric Department

703-257-8446

Water & Sewer Department

703-257-8380

Health Department

703-792-6310

Prince William County Health Department

Option 1

8470 Kao Circle Manassas, VA 20110

While not regulated by the City of Manassas, a separate permit to operate is required by the Prince William Health District for the following project types:

1. Food (restaurants, hotel or school kitchens, quick marts, stores, etc.)
2. Child or adult care (day care centers, retirement homes, schools, etc.)
3. Public swimming pools and spas
4. Health or massage therapy establishments
5. Any business that involves food or health related matters

No Issued CO = No Settlement/Grand Opening/Occupancy of Building!