



**CITY OF MANASSAS**  
**DEPARTMENT OF COMMUNITY DEVELOPMENT**  
**PLANNING & DEVELOPMENT**  
 9800 Godwin Drive  
 Manassas, VA 20110  
 Phone: 703-257-8278  
[www.manassasva.gov/permits](http://www.manassasva.gov/permits)  
 Email: [permitstatus@manassasva.gov](mailto:permitstatus@manassasva.gov)

**FOR STAFF USE ONLY**

APPLICATION NUMBER \_\_\_\_\_

ADDRESS VERIFIED \_\_\_\_\_

RECEIVED

**FAMILY DAY HOME OCCUPATION APPLICATION**  
**FEE: \$25**

After the Family Day Home Occupation Permit is issued, please visit the Commissioner of the Revenue for the business license.

**FAMILY DAY HOME DEFINITION:** Compensation, care, protection, and/or guidance *for four or fewer children under the age of 13*, separated from their parents or guardians during a part of a day, exclusive of the provider's own children and any children who reside in the structure as part of a legal Family unit.

Applicant Information	
Home Address:	Manassas, VA 20110
Name:	
Phone Number:	
Email:	

Business Information
Name of Business (If your business does not have a name, please write your name):
Mailing Address (if different):

Application Submission Requirement		
1)	Address Verification	Formal documentation showing the applicant's name and address. (Examples include, but are not limited to: State Issued Driver's License or Identification Card, Utility Bills, or Lease Agreements.)

I request permission to operate the business identified above as a family day home occupation with a maximum of four (4) children not of my own parentage, in my house at the above-referenced address. I understand the requirements set forth under Sec. 130-42 and 130-93 of the zoning ordinance, that a family day home is permitted as an accessory use, and that I understand the ordinance. Furthermore, I acknowledge that should my business activity change, or if I relocate within the City, it is my responsibility to contact the City and obtain appropriate approvals. Issuance of this permit does not negate compliance with nor supersede any private covenants or restrictions attached to the property that would otherwise prohibit this activity.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

***You have the right to appeal the approval or denial of this permit within thirty (30) days in accordance with Virginia Code §15.2-2311. This decision shall be final and unappealable if not appealed within thirty (30) days. You may appeal by filing a notice of appeal, specifying the grounds thereof, with the Zoning Administrator. The fee for an appeal is \$500, plus the cost of public hearing newspaper advertisements.***