

CITY OF MANASSAS
DEPARTMENT OF COMMUNITY DEVELOPMENT
DEVELOPMENT SERVICES DIVISION
9027 Center Street Room 201
Manassas, VA 20110
Phone: 703-257-8278 Fax: 703-257-5831

Fee Schedule and Definitions

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| Definitions and Requirements | The City of Manassas has established definitions and fees for building permits and inspection fees. |
| Fees | An application shall be submitted to the code official for the following activities, and these activities shall not commence without a permit being issued in accordance with Section 108.0 of The Virginia Uniform Statewide Building Code. The Payment of the fee for the construction, alteration, removal or demolition for all work done in connection with or concurrently with the work contemplated by a building permit shall not relieve the applicant or holder of the permit from the payment of other fees that are prescribed by law or ordinance for water taps, sewer connections, electrical permits, erection of signs and display structures, marquees or other appurtenant structure, or fees or inspections, certifications or use and occupancy or other privileges or requirements, both within and without the jurisdiction of the Department of Building Inspections. |
| New Construction | For new buildings and structures the fee is based upon the type of construction method as published in the BOCA magazine, updated every July. The fees shall recover 100% of the operations cost of the Inspections office. |
| Alterations and Repairs | The fee shall be 1.5% of the contract price for the alternation or repair of a building or structure, or the construction of a <u>fence, tower, wall or other structure not defined as a building.</u> |
| Removal of Building to a New Location | The fee shall be 1.5% of the contract price for the removal of a building or structure to a new location. |
| Demolition | The fee shall be 1.5% of the contract price or \$100 minimum <u>plus a bond of \$1,000 or other surety bond satisfactory to the City Manager, deposited with the City Treasurer. The bond shall be forfeited if all material and rubbish is not removed from the site within 30 days of completion of actual demolition.</u> |
| Signs | A permit is necessary to erect all permitted signs; the fee shall be \$53.50 per sign. Temporary directional signs and temporary banners require a separate zoning permit and fee. |
| Swimming Pools | The fee is \$200 to construct a swimming pool. |
| Annual Permits | The fee shall be 1.5% of the estimated construction costs, including building, mechanical, plumbing and electrical estimated costs, payable in advance. Upon payment, permits will be issued periodically, but not less than quarterly. Fees will be adjusted to reflect any differences between prior estimated and actual costs for the prior period. |
| Minimum Fee | The minimum fee is \$100 for any permit in addition to the required city and state surcharges. |
| Training Surcharge | A surcharge of 1.25% of the permit fee shall be added to each permit to fund staff and industry construction code training. This surcharge is in addition to the State mandated training surcharge. |
| State Training Surcharge | A surcharge of 2% of the permit fee shall be added to each permit as mandated per the USBC. |
| Re-Inspection Fee per Inspection | If an inspection is requested by the permit holder and upon arrival to the job site, the inspector finds that the work is not accessible for inspection, if the inspector is "locked out", the work is not ready for inspection, or the work is not in compliance with the Code, a re-inspection fee of \$80 shall be paid by the permit holder before the re-inspection is made. |
| Modular Building Units | This includes manufactured homes. The fee is 50% of the regular permit fee if the modular unit is constructed and installed under the Virginia Industrialized Building Safety Regulations or the Virginia Manufactured Home Safety Regulations. |
| Permit Application Processing and Plans Examination Fee | To allow for permit application processing and plan examination in the event a building permit is not issued, the following fee shall be paid prior to plan review: a. 35% of the permit fee for all commercial, apartment buildings, garden apartments and high rise residential building * Plan review fee forfeited for permits not issued. |

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| Violation Inspection Fee | The fee for permits obtained as a result of abating a violation notice on a commercial structure shall be \$80 in addition to the normal permit fee. |
| Refunds | Refunds for fees paid in accordance with this schedule must be applied for in writing to the Building Official. A \$50 administrative fee for processing the refund request will be deducted from the refund. Additionally, each inspection requested reduces the refund amount by a percentage based upon the minimum number of total inspections required. |
| Modular Furniture Fee | The fee for installation of modular furniture shall be the minimum fee or 1.5% of the estimated costs of construction, whichever is larger. |
| After-hours Inspection Fee | A fee of \$75 per inspection hour with a 2 hour minimum (\$150 per trade per inspection) shall be assessed for requested inspections to take place after regular working hours (7AM-3:30PM). Any such inspection must be authorized by the City and the fee paid prior to the inspection. This fee shall be in addition to the fee for the required permit which authorizes performance of the work. |
| Plan Revision Fee | Residential: A fee of \$20 per plan sheet shall be assessed for the processing of revisions to construction plans after the permit is issued. A fee of \$20 per plan sheet shall be assessed for the processing of resubmitted plan sheets prior to the issuance of permits after the second submission for review. Commercial: A fee of \$30 per plan sheet shall be assessed for the processing of revisions to construction plans after the permit is issued. A fee of \$30 per plan sheet shall be assessed for the processing of resubmitted plan sheets prior to the issuance of permits after the second submission for review. |
| Code Modification Fee | A fee of \$100 shall be assessed for the processing of a code modification request. |
| Certificate of Compliance | A fee of \$75.00 shall be assessed for a Certificate of Compliance issued as part of the City's Rental Inspection Program. |
| Certificate of Occupancy | A certificate of occupancy or use shall be issued by the building official, pursuant to the provisions of the Virginia Uniform Statewide Building Code: |
| Commercial | \$90 issuance fee |
| Residential | \$65 issuance fee |
| Temporary Certificate of Occupancy | A temporary certificate of occupancy or use shall be issued by the building official, pursuant to the provisions of the Virginia Uniform Statewide Building Code: |
| Commercial | \$75 issuance fee |
| Residential | \$50 issuance fee |

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Building Construction Permit Fees

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| Alterations and Repairs | 1.5% of Cost | Institutional3 1A | \$ 0.519 |
| Assembly 1A | \$ 0.528 | Institutional3 1B | \$ 0.503 |
| Assembly 1B | \$ 0.501 | Institutional3 2A | \$ 0.489 |
| Assembly 2A | \$ 0.496 | Institutional3 2B | \$ 0.470 |
| Assembly 2B | \$ 0.473 | Institutional3 2C | \$ 0.282 |
| Assembly 2C | \$ 0.356 | Institutional3 3A | \$ 0.431 |
| Assembly 3A | \$ 0.436 | Institutional3 3B | \$ 0.425 |
| Assembly 3B | \$ 0.434 | Institutional3 4 | \$ 0.454 |
| Assembly 4 | \$ 0.457 | Institutional3 5A | \$ 0.392 |
| Assembly 5A | \$ 0.400 | Institutional3 5B | \$ 0.373 |
| Assembly 5B | \$ 0.383 | Institutional4 1A | \$ 0.451 |
| Assembly2 1A | \$ 0.438 | Institutional4 1B | \$ 0.436 |
| Assembly2 1B | \$ 0.426 | Institutional4 2A | \$ 0.424 |
| Assembly2 2A | \$ 0.412 | Institutional4 2B | \$ 0.407 |
| Assembly2 2B | \$ 0.398 | Institutional4 3A | \$ 0.374 |
| Assembly2 2C | \$ 0.255 | Institutional4 3B | \$ 0.373 |
| Assembly2 3A | \$ 0.366 | Institutional4 4 | \$ 0.404 |
| Assembly2 3B | \$ 0.368 | Institutional4 5A | \$ 0.344 |
| Assembly2 4 | \$ 0.385 | Institutional4 5B | \$ 0.330 |
| Assembly2 5A | \$ 0.336 | Mercantile 1A | \$ 0.328 |
| Assembly2 5B | \$ 0.328 | Mercantile 1B | \$ 0.316 |
| Assembly3 1A | \$ 0.451 | Mercantile 2A | \$ 0.302 |
| Assembly3 1B | \$ 0.433 | Mercantile 2B | \$ 0.288 |
| Assembly3 2A | \$ 0.416 | Mercantile 2C | \$ 0.187 |
| Assembly3 2B | \$ 0.396 | Mercantile 3A | \$ 0.258 |
| Assembly3 2C | \$ 0.253 | Mercantile 3B | \$ 0.260 |
| Assembly3 3A | \$ 0.356 | Mercantile 4 | \$ 0.274 |
| Assembly3 3B | \$ 0.357 | Mercantile 5A | \$ 0.228 |
| Assembly3 4 | \$ 0.380 | Mercantile 5B | \$ 0.220 |
| Assembly3 5A | \$ 0.306 | Move Structure Fee | 1.5 % of cost |
| Assembly3 5B | \$ 0.306 | Plan Revision Fee per Page (Residential) | \$ 20.000 |
| Assembly4 1A | \$ 0.451 | Plan Revision Fee per Page (Commercial) | \$ 30.000 |
| Assembly4 1B | \$ 0.507 | Residential1 1A | \$ 0.452 |
| Assembly4 2A | \$ 0.490 | Residential1 1B | \$ 0.437 |
| Assembly4 2B | \$ 0.471 | Residential1 2A | \$ 0.425 |
| Assembly4 2C | \$ 0.321 | Residential1 2B | \$ 0.408 |
| Assembly4 3A | \$ 0.431 | Residential1 2C | \$ 0.267 |
| Assembly4 3B | \$ 0.431 | Residential1 3A | \$ 0.375 |
| Assembly4 4 | \$ 0.454 | Residential1 3B | \$ 0.375 |
| Assembly4 5A | \$ 0.394 | Residential1 4 | \$ 0.406 |



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| Assembly4 5B | \$ 0.380 | Residential1 5A | \$ 0.345 |
| Business 1A | \$ 0.458 | Residential1 5B | \$ 0.332 |
| Business 1B | \$ 0.441 | Residential2 1A | \$ 0.379 |
| Business 2A | \$ 0.428 | Residential2 1B | \$ 0.364 |
| Business 2B | \$ 0.408 | Residential2 2A | \$ 0.352 |
| Business 2C | \$ 0.365 | Residential2 2B | \$ 0.335 |
| Business 3A | \$ 0.365 | Residential2 2C | \$ 0.220 |
| Business 3B | \$ 0.363 | Residential2 3A | \$ 0.302 |
| Business 4 | \$ 0.392 | Residential2 3B | \$ 0.302 |
| Business 5A | \$ 0.327 | Residential2 4 | \$ 0.368 |
| Business 5B | \$ 0.313 | Residential2 5A | \$ 0.272 |
| Change of Use | \$ 53.500 | Residential2 5B | \$ 0.258 |
| Courtesy Inspection | \$ 100.000 | Residential3 1A | \$ 0.359 |
| Deck-Building | 1.5% of Cost | Residential3 1B | \$ 0.349 |
| Educational 1A | \$ 0.486 | Residential3 2A | \$ 0.341 |
| Educational 1B | \$ 0.373 | Residential3 2B | \$ 0.331 |
| Educational 2A | \$ 0.456 | Residential3 2C | \$ 0.184 |
| Educational 2B | \$ 0.436 | Residential3 3A | \$ 0.316 |
| Educational 2C | \$ 0.267 | Residential3 3B | \$ 0.315 |
| Educational 3A | \$ 0.402 | Residential3 4 | \$ 0.326 |
| Educational 3B | \$ 0.392 | Residential3 5A | \$ 0.299 |
| Educational 4 | \$ 0.421 | Residential3 5B | \$ 0.282 |
| Educational 5A | \$ 0.359 | Residential4 1A Assisted Living | \$ 0.451 |
| Educational 5B | \$ 0.345 | Residential4 1B Assisted Living | \$ 0.436 |
| Factory - Industrial 1A | \$ 0.273 | Residential4 2A Assisted Living | \$ 0.424 |
| Factory - Industrial 1B | \$ 0.260 | Residential4 2B Assisted Living | \$ 0.407 |
| Factory - Industrial 2A | \$ 0.247 | Residential4 3A Assisted Living | \$ 0.374 |
| Factory - Industrial 2B | \$ 0.238 | Residential4 3B Assisted Living | \$ 0.373 |
| Factory - Industrial 2C | \$ 0.144 | Residential4 4 Assisted Living | \$ 0.404 |
| Factory - Industrial 3A | \$ 0.206 | Residential4 5A Assisted Living | \$ 0.344 |
| Factory - Industrial 3B | \$ 0.209 | Residential4 5B Assisted Living | \$ 0.330 |
| Factory - Industrial 4 | \$ 0.228 | Residential5 1A | \$ 0.180 |
| Factory - Industrial 5A | \$ 0.176 | Residential5 1B | \$ 0.175 |
| Factory - Industrial 5B | \$ 0.166 | Residential5 2A | \$ 0.171 |
| Factory2 1A | \$ 0.270 | Residential5 2B | \$ 0.166 |
| Factory2 1B | \$ 0.257 | Residential5 3A | \$ 0.158 |
| Factory2 2A | \$ 0.247 | Residential5 3B | \$ 0.158 |
| Factory2 2B | \$ 0.236 | Residential5 4 | \$ 0.163 |
| Factory2 2C | \$ 0.142 | Residential5 5A | \$ 0.150 |
| Factory2 3A | \$ 0.206 | Residential5 5B | \$ 0.142 |



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Building Construction Permit Fees

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| Factory2 3B | \$ 0.206 | Sign Permit Per Sign | \$ 53.500 |
| Factory2 4 | \$ 0.226 | Storage Low Hazard 1A | \$ 0.250 |
| Factory2 5A | \$ 0.176 | Storage Low Hazard 1B | \$ 0.237 |
| Factory2 5B | \$ 0.163 | Storage Low Hazard 2A | \$ 0.226 |
| Footer and Foundation Only | 1.5% of Cost | Storage Low Hazard 2B | \$ 0.215 |
| High Hazardous Use - 2 1B | \$ 0.243 | Storage Low Hazard 2C | \$ 0.133 |
| High Hazardous Use - 3 3A | \$ 0.193 | Storage Low Hazard 3A | \$ 0.187 |
| Institutional1 1A | \$ 0.451 | Storage Low Hazard 3B | \$ 0.187 |
| Institutional1 1B | \$ 0.436 | Storage Low Hazard 4 | \$ 0.206 |
| Institutional1 2A | \$ 0.424 | Storage Low Hazard 5A | \$ 0.157 |
| Institutional1 2B | \$ 0.407 | Storage Low Hazard 5B | \$ 0.144 |
| Institutional1 3A | \$ 0.374 | Storage Mod Hazard 1A | \$ 0.253 |
| Institutional1 3B | \$ 0.373 | Storage Mod Hazard 1B | \$ 0.240 |
| Institutional1 4 | \$ 0.404 | Storage Mod Hazard 2A | \$ 0.226 |
| Institutional1 5A | \$ 0.344 | Storage Mod Hazard 2B | \$ 0.219 |
| Institutional1 5B | \$ 0.330 | Storage Mod Hazard 2C | \$ 0.135 |
| Institutional2 1A | \$ 0.761 | Storage Mod Hazard 3A | \$ 0.187 |
| Institutional2 1B | \$ 0.745 | Storage Mod Hazard 3B | \$ 0.190 |
| Institutional2 2A | \$ 0.731 | Storage Mod Hazard 4 | \$ 0.209 |
| Institutional2 2B | \$ 0.711 | Storage Mod Hazard 5A | \$ 0.157 |
| Institutional2 2C | \$ 0.433 | Storage Mod Hazard 5B | \$ 0.147 |
| Institutional2 3A | \$ 0.667 | Structural Steel - Building | 1.5 % of cost |
| Institutional2 4 | \$ 0.695 | Swimming Pools | \$ 200.000 |
| Institutional2 5A | \$ 0.627 | Tents > 900 SQ FT - BLDG | \$ 53.500 |
| Utility - Misc 1A | \$ 0.193 | Utility - Misc 1B | \$ 0.182 |
| Utility - Misc 2A | \$ 0.172 | Utility - Misc 2B | \$ 0.163 |
| Utility - Misc 2C | \$ 0.102 | Utility - Misc 3A | \$ 0.142 |
| Utility - Misc 3B | \$ 0.142 | Utility - Misc 4 | \$ 0.152 |
| Utility - Misc 5A | \$ 0.117 | Utility - Misc 5B | \$ 0.111 |

Some permits may require bonds or a fixture fee.

The minimum fee for any permit is \$100.00.

There is a 3.25% surcharge on all permits.

Reinspection Fee is \$80.00