



CITY OF MANASSAS
DEPARTMENT OF COMMUNITY DEVELOPMENT
DEVELOPMENT SERVICES DIVISION
9027 Center Street, Room 201, Manassas, VA 20110

APPLICATION FOR CERTIFICATE OF USE

(PLEASE PRINT LEGIBLY AND COMPLETE APPLICATION IN ENTIRETY)

Applicant Name & (home) address _____

Phone Number _____ Email Address _____

Property Address _____

Property Owner _____

Mailing Address of Owner _____

Trade Name of Business _____

Mailing Address of Business _____

Proposed Use _____

Square Feet of Space _____ Number of Employees _____

1. Certificate Requested For:

- Change in the Use Change of ownership of a Other _____
 New business business/building

2. Parking tabulation submitted: YES NO

Submission of an updated parking tabulation required with Application for Certificate of Use for all changes of use which do not require submission of a site plan or building permit.

3. Signs to be erected, re-faced or replaced: YES NO

If yes, a permit application is required to be submitted before work. If located within the Historic Overlay District, approval must be given by the Architectural Review Board prior to the issuance of a permit by Development Services.

4. Are you planning to do any interior and/or exterior work? YES NO

Please explain: _____

I, the Applicant, hereby certify that the information supplied on this application is true and correct to the best of my knowledge, and that any construction, alteration or repair has been performed in accordance with applicable regulations and under a valid permit issued by the City of Manassas.

Applicant Signature _____

USE Permit # _____