



**City of Manassas, Virginia**  
**Building Inspections and Fire Marshal**  
 9027 Center Street  
 Manassas, Virginia 20110  
 703-257-8278 or 703-257-8308  
 703-257-5831 (Fax)



## Commercial Plan Submittal Cover Sheet

<b>Permit number:</b>	
<b>Date:</b>	

The following information is required with all plan submittals:

<b>Name of project:</b>			
<b>Address of project:</b>			
<b>Name of Submitter:</b>			
<b>Telephone:</b>		<b>FAX:</b>	
<b>Email:</b>			

Check all boxes that apply to the plans:

Type of Plan:	Bldg	Mech	Elec	Plumb	Fire
New building	Shell only		Re-submittal with corrections		
Shop drawings	As-builts		Architectural drawings		
New tenant layout			Revision to existing permit		
<b>All plan sets must be stapled</b>			Check fee paid	<input type="checkbox"/> Yes	<input type="checkbox"/> No

<b>Type of Construction:</b>		<b>Use Group:</b>	
<b>Square Feet:</b>		<b>Change of Use Group</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No

Building fire protection systems (check if required):

<b>Fire sprinkler system:</b>	<input type="checkbox"/>	<b>Fire pump</b>	<input type="checkbox"/>
<b>Fire detection system:</b>	<input type="checkbox"/>	<b>Smoke control</b>	<input type="checkbox"/>
<b>Fire alarm system:</b>	<input type="checkbox"/>	<b>Other</b>	<input type="checkbox"/>