



**CITY OF MANASSAS**  
 DEPARTMENT OF COMMUNITY DEVELOPMENT  
 PLANNING & DEVELOPMENT  
 9800 Godwin Drive  
 Manassas, VA 20110  
 Phone: 703-257-8278 Fax: 703-257-5831  
 Email: [permitstatus@manassasva.gov](mailto:permitstatus@manassasva.gov)  
 Visit Development Services on the web at [www.manassasva.gov/ds](http://www.manassasva.gov/ds)

FOR STAFF USE ONLY

## APPLICATION FOR RENTAL HOUSING INSPECTION

### Rental Property and Applicant Information

Building Permit Number \_\_\_\_\_ Date \_\_\_\_\_

Rental Address \_\_\_\_\_ Manassas, VA 20110

Requested Inspection Date and Time \_\_\_\_\_

Name of Requestor \_\_\_\_\_ Owner/Agent \_\_\_\_\_

Mailing Address \_\_\_\_\_

Email Address \_\_\_\_\_ Phone Number \_\_\_\_\_

### Policy

No fee is required for initial inspection and first re-inspection. Any subsequent re-inspections will have a fee of \$90 if the unit does not meet minimum Virginia Property Maintenance Code (PMC) conditions.

Please click on the following link to view the Virginia Property Maintenance Code (PMC) in its entirety.  
<https://codes.iccsafe.org/content/VMNC2018/chapter-1-administration>

In general terms rental properties within the “rental inspections district” will be evaluated on compliance with the PMC in the following areas:

- Condition of vacant land and structures
- Condition of all structures (interior and exterior) upon the property
- Condition of all systems supporting the dwelling (plumbing, electrical, mechanical)
- Condition of safety systems (hand/guard rails, smoke detection, emergency escape openings)
- Condition of the sanitary status upon the property to include infestations affecting the structure.
- State of regulated construction within and upon the property

The evaluation is based upon PMC minimum standards as adopted by local ordinance.

OWNER'S SIGNATURE: \_\_\_\_\_



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## RENTAL INSPECTION CHECKLIST

To get a head start on the City of Manassas Rental Inspection Program, use this checklist to evaluate the conditions of your rental property prior to an inspection. By using this guide, you may avoid a lengthy inspection and potential time delays. Note that while it is impossible to list every violation of the housing code that may occur, this list contains violations that are commonly found during routine inspections. If "NO" answers are given, a code violation is likely to be present.

### Helpful Definitions:

Egress - the free and unobstructed access to the exterior of a habitable space.

Habitable space - space in the structure used for living, sleeping, eating, or cooking. Bathrooms, toilet rooms, closets, halls, storage or utility spaces and similar areas are not considered habitable spaces.

Infestation - the presence, within or contiguous to, a structure or premises of insects, rats, vermin or other pests.

EXTERIOR OF HOME	YES	NO
Are all sidewalks, driveways, parking spaces and similar areas in good repair?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are the street numbers visible from the road (numbers must be 4 inches high and one half inch stroke)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the siding and paint in good condition?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are the garages/outbuildings structurally sound and in safe condition?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are the steps, decks and landings safe to use?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Handrails present for all steps with more than four (4) risers and firmly fastened?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are there sound guard rails present for all open porches, decks and landings higher than 30" above grade?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is garbage properly stored? (Garbage must be in a container that is watertight, rodent proof and has a tight-fitting lid in place).	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the yard free of rubbish, or junk?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the yard free of noxious weeds? Is the yard vegetation (grass) under 12 inches in height?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the home foundation free of holes, large cracks and openings?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the house siding free of excessive peeling paint, rot, decay, holes and breaks?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the house roof weather-tight?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are all glazing materials free of cracks and holes?	<input type="checkbox"/> Yes	<input type="checkbox"/> No



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<b>THROUGHOUT THE HOME</b>	
<b>DOORS</b>	<b>YES - NO</b>
Do all exterior doors have locks operable from the inside without the need of a key?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are screen and storm doors in safe condition with adequate hardware?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>SURFACE COVERINGS</b>	<b>YES - NO</b>
Are all the walls and ceilings free of peeling paint and loose plaster or other defective conditions?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are all the interior surfaces maintained in a safe and sanitary condition?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>ELECTRICAL SYSTEM</b>	<b>YES - NO</b>
Is the electrical panel labeled?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is all the electrical equipment and wiring installed properly and maintained in safe and approved manner?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are all cover plates for outlets, switches, and junction boxes in place?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does every habitable space in the home have at least two separate and remote receptacle outlets?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the dwelling served by a main service that is not less than 60 amperes, three (3) wires?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the laundry area contain at least one (1) grounded-type receptacle or GFCI outlet?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the Bathroom(s) contain at least one (1) receptacle?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is there a light fixture present for every interior stairway, toilet room, kitchen bathroom, laundry room, and entrance?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are there loose or damaged fixtures, switches, or outlets?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the electrical system free of hazard?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>HEATING SYSTEM</b>	<b>YES - NO</b>
Is the heating system capable of maintaining a room temperature of 65 degrees Fahrenheit in all habitable rooms, bathrooms and toilet rooms in the winter?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is all fuel-burning equipment connected to an approved chimney or vent?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the fuel burning equipment have a reliable source of combustion air?	<input type="checkbox"/> Yes <input type="checkbox"/> No



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<b>PLUMBING SYSTEM</b>	<b>YES - NO</b>
Does the dwelling contain a bathtub or shower, lavatory, water closet (toilet), and kitchen sink that is maintained in a safe working condition and free of leaks?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are all plumbing fixtures maintained in a safe and functional condition and free of leaks?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are all hose bibs protected by an approved atmospheric-type vacuum breaker?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the water heating equipment properly installed and equipped with a temperature and pressure relief valve discharge pipe?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are all the plumbing fixtures properly connected to an approved public or private water and sewer system?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do all the plumbing stacks, vents, waste and sewer lines function properly and free of obstructions, leaks and defects?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>LIGHT VENTILATION AND OCCUPANCY LIMITATIONS</b>	<b>YES - NO</b>
Does every habitable space have at least one (1) operable window that faces directly to the outdoors?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the bathroom or toilet room have either an operable window or a mechanical means of ventilation?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the clothes dryer properly vented?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the kitchen or non-habitable space used for their intended purpose?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>FIRE SAFETY</b>	<b>YES - NO</b>
Are smoke detectors located on each floor of the dwelling, including the basement?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are smoke detectors located within or immediately adjacent to all bedrooms?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do all smoke detectors alarms function properly?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If you have a fire extinguisher present, is it accessible and in working condition?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are hallways, exit doors, egress windows, and stairways unobstructed and clear of rubbish or other materials?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>OTHER GENERAL REQUIREMENTS</b>	<b>YES - NO</b>
Is the residence free from insect and rodent infestation?	<input type="checkbox"/> Yes <input type="checkbox"/> No



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## CITY OF MANASSAS RESIDENTIAL RENTAL UNIT INSPECTIONS FREQUENTLY ASKED QUESTIONS

### **What is the purpose of the program?**

The purpose of the program is to improve the quality of living conditions for citizens living in rental units by ensuring that all dwellings are properly maintained in accordance with the Virginia Building Maintenance Code.

### **How will the City determine that there is a change in occupancy?**

There are four ways the City will know that there has been a change:

- A request from the landlord to perform an inspection.
- Notification by the tenant that he/she has entered into a contract to rent a dwelling.
- Other City agencies that become aware and notify our office.

### **Who is responsible for the inspection?**

The landlord is responsible for obtaining the rental inspection prior to allowing tenants to occupy the unit.

### **What will the inspector look for?**

The inspector(s) will look at the exterior and interior of the structure.

#### Exterior:

- Windows, screens, and doors are checked to ensure they are in good condition and weather-tight.
- Gutters and down spouts must direct rainwater away from the structure to avoid flooded basements or damage to the foundations.
- Structural members should have no deteriorated lumber or bricks which could fall off or subject the interior to weather conditions.

#### Interior:

- Plumbing inspector will check the hot water, the cold water, the bathrooms, hot water tanks, kitchen, and the toilets to ensure there are no leaks and all equipment works.
- Electrical inspector will check to see if the electric meter is securely attached to the building, the electrical panel is in good condition, the wiring is safe, and that no work has been added that is not in compliance with the City code. All switches, lights, receptacles and other electrical equipment are checked to make sure they are in working order.
- Mechanical inspector will inspect all heating ventilation and air conditioning equipment to make sure it is in running order. (This includes bathroom fans, and kitchen exhaust fans.)
- The structural inspector will look for required smoke detectors; the number and size of bedrooms; the condition of the stairs, floors, and walls; any evidence of roof leaks; and will make sure there are working doors in bathrooms and bedrooms. He/She will look for accumulation of trash in the attic, basement and the yard areas.

### **How do you schedule an inspection?**

You may request an inspection by sending a written request or visiting in person at the Community Development Department at 9800 Godwin Drive, Manassas, Virginia 20110. Inspections will be performed within two working days of the receipt of the request.



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**What happens if you fail an inspection?**

You will need to make the necessary repairs and then schedule re-inspection. No fee is required for initial inspection and the first re-inspection. Any subsequent re-inspections will have a fee of \$90 if the unit does not meet minimum Virginia Property Maintenance Code (PMC) conditions. If the violations are extensive, you may have to obtain permits before doing the repair work. Ask the inspector if this is necessary. After the reinspection, you will be issued a Certificate of Compliance if everything passes.

**What happens if you do not comply with this ordinance?**

In accordance with Section 26-31 of the Code of Virginia, you would be committing a misdemeanor punishable by a fine of up to but not more than, \$50 every 30 days.

**Additional Questions?**

If you have any additional questions, please feel free to contact us at 703-257-8306

SAMPLE ONLY