

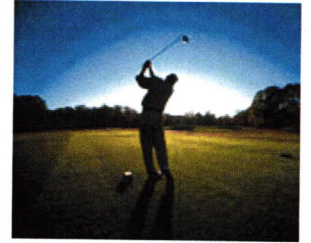
CITY OF SUFFOLK

DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT

442 W. WASHINGTON ST., SUFFOLK, VIRGINIA 23434
PHONE (757) 514-4150; FAX (757) 514-4199



It's a good time to be in Suffolk



Welcome to the City of Suffolk, Virginia!

New Construction Single Family Dwelling Step-By-Step Walk Through and Check List

PLEASE NOTE THAT THESE STEPS DO NOT HAVE TO BE DONE IN THIS ORDER. SOME STEPS CAN BE DONE SIMULTANEOUSLY. PLEASE SEE THE FRONT COUNTER OR A TECHNICIAN AT COMMUNITY DEVELOPMENT WITH QUESTIONS.

Step 1: PROPERTY OWNERSHIP

• You must first be the owner of the property. Please have your assessor's *account number, tax map and parcel information* available. **Contractors:** Please provide the previous information in addition to your *contractor's license information*.

Step 2: PHYSICAL ADDRESS OF THE PROPERTY

• Fill out your "**Request for Address**" form if you do not already have an address for the property. The form is found in this packet and the **account number of the property is required**. If you do not have an account number, please speak with a Technician in Community Development. Please provide a phone number where you can be reached during the day. If this is a recent subdivision or family transfer, your new address was assigned upon approval in Planning. Once the "Request for Address" application is complete, you will be contacted by the Plans Reviewer with the physical address. **We cannot process any documents for signatures or plan review until you have a physical address for your property.**