

# CITY OF SUFFOLK

DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT  
442 W. WASHINGTON STREET, SUITE 1084A, SUFFOLK, VIRGINIA 23434  
MAIN: 757-514-4150 FAX: 757-514-4199

## APPLICATION FOR SERVICES- COMMERCIAL

PERMIT NUMBER: \_\_\_\_\_ CONTRACTOR'S LICENSE #: \_\_\_\_\_ EXPIRATION DATE: \_\_\_\_\_

OWNER'S NAME: \_\_\_\_\_ APPLICANT'S NAME: \_\_\_\_\_

CURRENT ADDRESS: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

\_\_\_\_\_ ZIP CODE: \_\_\_\_\_ \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

**CHECK IF PROPERTY IS LOCATED IN HLC DISTRICT** EMAIL ADDRESS: \_\_\_\_\_  
(PLEASE PRINT)

PERMIT TYPE	DESCRIPTION OF WORK
NEW WORK: <input type="checkbox"/> OFFICE <input type="checkbox"/> WAREHOUSE <input type="checkbox"/> SHELL # of UNITS _____ OTHER _____	
<input type="checkbox"/> ADDITION/ALTERATION/ REPAIR	<input type="checkbox"/> ACCESSORY STRUCTURE <input type="checkbox"/> GROUP HOME
<input type="checkbox"/> PLAN REVIEW <input type="checkbox"/> PLUMBING PERMIT <input type="checkbox"/> MOVING PERMIT <input type="checkbox"/> FENCE PERMIT	
<input type="checkbox"/> SITE PLAN REVIEW <input type="checkbox"/> ELECTRICAL PERMIT <input type="checkbox"/> ELEVATOR PERMIT	
<input type="checkbox"/> ZONING PERMIT <input type="checkbox"/> MECHANICAL PERMIT <input type="checkbox"/> POOL PERMIT	
<input type="checkbox"/> BUILDING PERMIT <input type="checkbox"/> DEMOLITION PERMIT <input type="checkbox"/> SIGN PERMIT	

### SITE / BUILDING INFORMATION

**SITE ADDRESS:** \_\_\_\_\_

ACCT. NO. \_\_\_\_\_ MAP NO. \_\_\_\_\_ LOT \_\_\_\_\_ SECTION \_\_\_\_\_

SUBDIVISION: \_\_\_\_\_ Many of the subdivisions and developments in Suffolk have private deed restrictions and covenants regulating construction beyond the limitations contained in Suffolk City Ordinances, which amount to contractual agreements. The City does not enforce covenants and deed restrictions and is not always aware of their existence. Should you have questions about your development's restrictions, you may obtain information from your homeowner's association.

ZONING DISTRICT: \_\_\_\_\_ BOROUGH: \_\_\_\_\_ MODEL NAME OR NUMBER: \_\_\_\_\_

**CHANGE OF USE?**  YES  NO **CONDITIONAL USE PERMIT REQUIRED?**  YES  NO

**WILL THE WORK/RENOVATION RESULT IN THE FACILITY PERFORMING ANY FOOD PREPARATION OR FOOD SERVICE?  YES  NO**  
**IF YOU CHECKED YES, INITIAL HERE THAT YOU WILL CONTACT THE HEALTH DEPARTMENT OF YOUR INTENTIONS PRIOR TO BUILDNG PLANS BEING REVIEWED AND ANY WORK COMMENCING ON THE PROPERTY \_\_\_\_\_**

PROJECT NAME: \_\_\_\_\_

### **THE FOLLOWING MUST BE CHECKED IN ORDER FOR THE APPLICATION TO BE ACCEPTED:**

*If you do not know which box to check, please contact your surveyor for assistance.*

**FLOOD ZONE:**  YES (engineer's report for foundation design attached)  NO

**SHRINK/SWELL SOIL POTENTIAL:**  YES (engineer's soil report for footing and foundation attached)  NO

**CHESAPEAKE BAY PRESERVATION AREA:**  RMA  RPA  N/A

*By initialling here I understand it is my responsibility to investigate whether I am in these areas and pursue as necessary*

### **CHECK ALL THAT APPLY:**

City Water  Well Water  City Sewer  Septic System

**If new Well or Septic please complete Health Evaluation Form. If existing contact the Health Department prior to submitting application.**

### SET BACKS

FRONT: \_\_\_\_\_ BACK: \_\_\_\_\_ CENTER LINE: \_\_\_\_\_ FRONTAGE AT SETBACK: \_\_\_\_\_  
RIGHT: \_\_\_\_\_ LEFT: \_\_\_\_\_ RIGHT OF WAY: \_\_\_\_\_ BLDG HEIGHT: \_\_\_\_\_

ADMINISTRATIVE APPROVAL (IF APPLICABLE) \_\_\_\_\_ DATE \_\_\_\_\_  
NOTES \_\_\_\_\_

### MECHANIC LIEN INFORMATION

LIEN AGENT DESIGNATED:  YES  NO  
NAME OF AGENT: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

**BUILDING/SIGN PERMIT**

DIMENSIONS OF STRUCTURE: LENGTH: \_\_\_\_\_ WIDTH: \_\_\_\_\_ HEIGHT: \_\_\_\_\_ **TOTAL SQ. FT. UNDER ROOF/SIGN:** \_\_\_\_\_

NUMBER OF BEDROOMS: \_\_\_\_\_ NUMBER OF BATHROOMS: \_\_\_\_\_ NUMBER OF STORIES: \_\_\_\_\_

FIREPLACE:  YES  NO, IF YES  MASONRY OR  PREFAB EXTERIOR FINISH: \_\_\_\_\_

**ESTIMATED VALUE OF CONSTRUCTION/SIGN AT COMPLETION:** (IF NEW CONSTRUCTION EXCLUDE LAND) \_\_\_\_\_

DETAILED DESCRIPTION OF WORK BEING PERFORMED: \_\_\_\_\_

**ELECTRICAL PERMIT**

TEMPORARY SERVICE \_\_\_\_\_ NEW SERVICE 1Ø \_\_\_\_\_ NEW SERVICE 3Ø \_\_\_\_\_ RELOCATE METER BASE \_\_\_\_\_

SERVICE CHANGE 1Ø \_\_\_\_\_ SERVICE CHANGE 3Ø \_\_\_\_\_ REPAIR PERMIT \_\_\_\_\_ POOL GROUNDING \_\_\_\_\_

CIRCUITS 0-30 AMP \_\_\_\_\_ 31-60 AMPS \_\_\_\_\_ 61-100 AMPS \_\_\_\_\_ 101-200 \_\_\_\_\_ 200 + AMP \_\_\_\_\_ Other \_\_\_\_\_

COMMENTS: \_\_\_\_\_

PLEASE CHECK THE ELECTRIC COMPANY SERVICING THIS ADDRESS:  DOMINION  COMMUNITY ELECTRIC  FRANKLIN POWER

PLEASE CHECK ONE:  IRC CODE  NEC CODE **ESTIMATED VALUE:** \_\_\_\_\_

**MECHANICAL PERMIT**

**(Must have Zoning Clearance On Any Outside Unit)**

HEAT PUMP _____	GAS FURNACE _____	GAS PACK _____	AIR CONDITIONER _____
BOILER _____	GAS PIPING _____	TANKS _____	MISC HEATER _____
AIR HANDLER _____	RANGE HOOD _____	FORCED AIR _____	DUCT WORK _____
MISC FANS _____	MISC HOODS _____	COOLER TOWERS _____	CHILLERS _____
REPAIR PERMIT _____	FIRE SUPPRESSION _____	FIRE ALARMS _____	OTHER _____

COMMENTS: \_\_\_\_\_

PLEASE CHECK ONE:  IRC CODE  IMC CODE **ESTIMATED VALUE:** \_\_\_\_\_

**PLUMBING PERMIT**

# of SINKS _____	# of BATH TUBS _____	# of TOILETS _____	# of FLOOR DRAINS _____
# of BATHROOM SINKS _____	# of SHOWERS _____	# of DISHWASHERS _____	# of REPAIRED FIXTURES _____
# of WATER HEATERS _____	# of LAUNDRY TRAYS _____	# of WATER SERVICE LINES _____	# of GAS OUTLETS _____
# of WASHING MACHINES _____	# of GARBAGE DISPOSALS _____	# of SEWER SERVICE LINES _____	
# of URINALS _____	# of BACKFLOW DEVICES _____	# of OTHER FIXTURES NOT LISTED _____	

PLEASE LIST ANY OTHER FIXTURES/COMMENTS : \_\_\_\_\_

PLEASE CHECK ONE:  IRC CODE  IPC CODE **ESTIMATED VALUE:** \_\_\_\_\_

THE SIGNATURE BELOW INDICATES THAT I AGREE TO COMPLY WITH THE CURRENT EDITION OF THE VIRGINIA UNIFORM STATEWIDE BUILDING CODE AND ALL SUPPLEMENTS AND THE EROSION AND SEDIMENT CONTROL REQUIREMENTS AS CONTAINED IN CHAPTER 34, SUFFOLK CITY CODE AND ALL OTHER CITY CODE REQUIREMENTS. THIS APPLICATION IS MADE PURSUANT TO U.S.B.C. SECTION 110. STRUCTURES ARE NOT PERMITTED TO BE PLACED ON EASEMENTS OR RIGHT OF WAYS. THE CITY WILL BE HELD HARMLESS FOR VIOLATION OF THIS POLICY. **\*\*FENCES ONLY** - The property owner/permit holder is responsible for the easement access on the subject property as it relates to the fence associated with this fence permit. Be advised that the purchase of the permit does not allow property owner/permit holder to impede the easement holder's access. In the event access is needed, the property owner/permit holder will have to work out access with the easement holder accordingly. The City is in no way responsible for any damage or property inaccessibility that may result from any party as a result of the property owner/permit holder erecting the fence associated with this permit. If the easement is a City easement (in part or whole), issuance of the permit does not diminish the City's easement rights. Fences erected in easements may be required to be moved by the entity that has the easement rights (easement holder) and the City is not responsible for costs associated with the removal or destruction of the fence by the easement holder or anyone else. Per UDO 31-701 The "finished" side of any fence shall face outward towards surrounding properties and rights-of-way.

**\* If this is a rental property, it is your responsibility to assure that you have the authority to use this property for your business. The City assumes no liability for its use.**

**\* \*Administrative processing fees will be deducted from any refund if the permit is voided / cancelled. Applicant agrees to waive a full refund as set in section 107.1.2, in the Virginia Construction Code.**

**\* I HEREBY SWEAR OR AFFIRM THAT THE INFORMATION CONTAINED HEREIN IS TRUE AND ACCURATE. ANY FALSIFICATION, MISREPRESENTATION OR MISLEADING INFORMATION VOIDS THIS PERMIT.**

**SIGNED** \_\_\_\_\_ **PRINT NAME** \_\_\_\_\_

**DATE** \_\_\_\_\_ **Check Appropriate Box:**  Owner  Contractor  Agent rev. 07/21/17

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## Article 4, Zoning

### UNIFIED DEVELOPMENT ORDINANCE 31-407 (Dimensional and Density Regulations)

#### (2) EXCEPTIONS AND PERMITTED ENCROACHMENTS.

A. The following features may encroach into required setbacks:

- (i) Landscaping
- (ii) Bay windows; not to exceed 3 feet;
- (iii) Chimneys, not to exceed 2 feet;
- (iv) Clothesline post (rear yard only);
- (v) Driveways, curbs and sidewalks;
- (vi) Flagpoles;
- (vii) Heating and cooling units, not to exceed 3 feet;
- (viii) Mailboxes;
- (ix) Overhanging roof, eave, gutter, cornice, or other architectural feature and awnings, not to exceed 3 feet, except that no septic system shall be permitted to encroach into the RPA or stream back buffer unless authorized by the Health Department;
- (x) Septic systems, wells and underground utilities;
- (xi) Signs (in accordance with the sign standards);
- (xii) Steps, stairs or fire escapes (non-enclosed), not to exceed 6 feet, but not closer than 3 feet to any side property line;
- (xiii) Uncovered, unenclosed terraces or porches not to exceed 6 feet, but not closer than 3 feet to any side property line;
- (xiv) Accessory buildings, within required rear setbacks only or as otherwise allowed by this Ordinance
- (xv) Fences, in accordance with Section 31-701 of this Ordinance;
- (xvi) Yard service lighting fixtures or poles; and
- (xvii) Fire escapes not to exceed 6 feet, but not closer than 3 feet to any side property line.

B. The administrator may permit a reduction of not to exceed twenty-five percent (25%) in the dimension of any required yard for otherwise conforming lot subject to the requirements of VC 15.2-2286.4. Any reduction by more than twenty-five percent (25%) shall require a variance from the Board of Zoning Appeals.

### UNIFIED DEVELOPMENT ORDINANCE 31-701 (accessory structures)

#### (c) Fences or walls in commercial and industrial districts provided that:

- A. Fences or walls located in side or rear yards shall not exceed eight (8) feet in height other than yards adjacent to a street;
- B. Fences or walls shall not be located in yards adjacent to a street, except as provided for in subsection C below; provided that sight triangle and visibility standards, as established in Street Improvement Standards be observed;
- C. The above standards shall not be deemed to prohibit any fences or walls which may be required for screening, security or safety purposes by other sections of this Ordinance, as determined by the Administrator;
- D. The site plan shall show the method of construction and anchoring the fence, posts and gate; and
- E. The site plan shall clearly show the distance between the fence and the abutting property lines and the distance to the sight line of a street right-of-way intersection. Adequate sight distance shall be maintained.

I have read, understand and will comply with the exceptions and permitted encroachments provisions and the fences or walls in a single-family residential districts listed in the Unified Development Ordinance and take full responsibility for any non-compliance with the provisions herein.

\_\_\_\_\_  
**Applicant's Signature**

\_\_\_\_\_  
**Date**