



DEPARTMENT OF PLANNING AND
COMMUNITY DEVELOPMENT

CITY OF SUFFOLK

442 W. WASHINGTON ST., SUITE 1084A, SUFFOLK, VIRGINIA 23434
P.O. BOX 1858, 23439-1858, SUFFOLK, VIRGINIA
CDDApplication@SuffolkVa.US
PHONE: (757) 514-4150 FAX (757) 514-4199

BUILDING PERMIT EXTENSION REQUEST

Please complete and return this form. The Building Division will return it to you with a reply.

DATE: _____ BUILDING PERMIT# _____

JOB SITE ADDRESS: _____

I would like to obtain an extension for my building permit for the following reason:

Time needed to complete the project: _____
(Cannot exceed 180 days)

_____ or _____
PROPERTY OWNER (please print) CONTRACTOR (please print)

_____ or _____
SIGNATURE SIGNATURE

MAILING ADDRESS: _____

PHONE NUMBER: _____

THIS PORTION TO BE COMPLETED BY THE BUILDING OFFICIAL / DESIGNEE

APPROVED: _____ EXTENSION EXPIRATION DATE: _____

COMMENTS: _____

DENIED: _____ REASON: _____

Building Official's / Designee's signature: _____ Date: _____