



# CITY OF SUFFOLK

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

Department of Planning &  
Community Development

## 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)

\_\_\_\_\_  
PROPERTY OWNER (please print) or CONTRACTOR (please print)

\_\_\_\_\_  
SIGNATURE or SIGNATURE

MAILING ADDRESS: \_\_\_\_\_

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

EMAIL ADDRESS: \_\_\_\_\_

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### THIS PORTION TO BE COMPLETED BY THE BUILDING OFFICIAL / DESIGNEE

APPROVED: \_\_\_\_\_ EXTENSION EXPIRATION DATE: \_\_\_\_\_

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

DENIED: \_\_\_\_\_ REASON: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Building Official's / Designee's signature: \_\_\_\_\_ Date: \_\_\_\_\_