



DEPARTMENT OF PLANNING AND
COMMUNITY DEVELOPMENT

CITY OF SUFFOLK

442 W. WASHINGTON STREET., SUITE 1084A SUFFOLK, VIRGINIA 23439-1858
PHONE: (757) 514-4150 FAX: (757) 514-4199

RENTAL CERTIFICATE OF OCCUPANCY WAIVER

Property Address: _____

Property Owner / Agent Name: _____

Property Owner / Agent Address: _____

Property Owner / Agent Telephone Number: _____

_____ A Certificate of Occupancy is not needed for the above referenced address. The above referenced property is not located in the Rental Inspection District of the City.

_____ The Certificate of Occupancy for the above referenced property is valid. The above referenced property has been inspected within four (4) years.

_____ This dwelling or dwelling unit is being occupied by a family member and is not being used as a rental property. **(If it is determined by Planning & Community Development that the property is being used as a rental property, the City will take legal action against the property owner and or agent.)**

Property Owner / Agent Signature

Date

Permit Technician / Clerk Signature

Date

Code Official Signature

Date