



City of Suffolk

VIRGINIA

Department of Planning & Community Development
 442 W. Washington St., Ste. 1084A, Suffolk, VA 23434
 Phone: (757) 514-4150 Fax: (757) 514-4199
 Email: cddapplication@suffolkva.us
 Website: www.suffolkva.us

RESIDENTIAL BUILDING & ZONING APPLICATION

Project Name: _____ Map#: _____ Acct#: _____

Site Address (Include unit/lot#): _____ HLC: YES or NO

Subdivision Name: _____ Infill Lot: YES or NO

Permit Permit & Plan Review Plan Review Only Amending Existing Permit# BLR _____ - _____

Is this for a Sales Model? YES or NO (If yes attach TUP Application) Are approved Plans on file? 2015 or 2018 YES or NO
 (If yes Permit # _____)

Model Name: _____ Elevation: _____ Option(s) _____

Water/Sewage: CITY WATER or WELL WATER / CITY SEWER or SEPTIC Well Water: Health Dept. Approval Required
 City Water: Tap Receipts Required

CONTRACTOR OR AGENT

SUBMITTED BY: OWNER AGENT CONTRACTOR CITY of SUFFOLK License # _____

DPOR Contractors License# _____ (must be 10 digits) Class A / B / C

Property Owner Name: _____ Address: _____

Applicant Name: _____ Company Name: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Phone Number: _____ Email Address: _____

Survey to Scale Attached YES or NO Right of Way/Land Disturbance Attached YES or NO N/A

TYPE OF WORK BEING PERFORMED

<input type="checkbox"/> NEW	<input type="checkbox"/> Addition/Alt/Repair	# of Bedrooms _____	<input type="checkbox"/> Living Space Addition
<input type="checkbox"/> Conventional	<input type="checkbox"/> Duplex	# of Bathrooms _____	<input type="checkbox"/> Interior Alterations
<input type="checkbox"/> Modular	<input type="checkbox"/> Condo	# of Stories _____	<input type="checkbox"/> Convert Porch To Living Space
<input type="checkbox"/> Townhouse	<input type="checkbox"/> Accessory Structure	Exterior Finish _____	<input type="checkbox"/> Other
<input type="checkbox"/> Manufactured Home			<input type="checkbox"/> Termite/Water Foundation Repair

<input type="checkbox"/> Detached Garage	<input type="checkbox"/> Garage Conversion	<input type="checkbox"/> Garage Addition	<input type="checkbox"/> Screened Porch
<input type="checkbox"/> Demolition	<input type="checkbox"/> Fire Damage	<input type="checkbox"/> Roof Repair Over 100 sq ft	<input type="checkbox"/> CO for Resident Home Care
<input type="checkbox"/> Deck <input type="checkbox"/> Open <input type="checkbox"/> Covered	<input type="checkbox"/> Shed Gazebo, Pergola 257sqft & Over	<input type="checkbox"/> POOL <input type="checkbox"/> Above <input type="checkbox"/> Inground	<input type="checkbox"/> Fence as Pool Barrier

DESCRIPTION OF WORK (Must be Completed): _____

New Square Footage: _____ Alteration Square Footage: _____ Estimated Value: _____

Mechanics Lien Agent: _____ Phone Number: _____

Address: _____ City: _____ State: _____ Zip Code: _____

I understand that it is my responsibility to investigate and pursue as necessary:

- Infill lots- a setback inspection is required to be requested at time of footing inspection. An as built survey is required for infill sites prior to the issuance of certificate of occupancy
- Flood Zone – engineer’s report for foundation design required.
- Shrink/Swell soil potential – engineers soil report for footing and foundation required.
- Chesapeake Bay Preservation Area – Planning Department approval required.
- Historic Landmark Commission District - Planning Department approval required.
- Private deed restrictions and covenants regulating construction beyond the limitations and contained in Suffolk City ordinances. Contact your homeowner association regarding your development restrictions.
- If this is rental property, it is your responsibility to assure you have authority to use this property. The City of Suffolk assumes no liability.
- If Certificate of Occupancy (CO) is needed, Email cddapplication@suffolkva.us . Please allow up to 5 business days for processing.
- Administrative processing fees will be deducted from any refund. Applicant agrees to waive full refund s set in section 107.1.2, in the Virginia Construction Code.

****Please make sure application is completed in its entirety***

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.

This permit will be issued in the name of the listed property owner or licensed contractor. As the permit holder of record you will be responsible and liable for the construction approved on this permit.

Applicant’s Signature

Applicant’s Name Printed

Date

Inspection Point of Contact (POC): Person to receive inspection results.

Name: _____ Email: _____

Name: _____ Email: _____

INTERNAL USE ONLY

Reviewed by _____

Application Complete Yes or No

Required Documents Attached Yes or No

If no to any of the above, was email sent to applicant? Yes or No

BUILDING PERMIT FEE CALCULATION FORM

Residential		
Building Fee (\$56 min)	\$.09 x Total Square Footage	= _____
Levy	2% of amount above	= _____
Residential Plan Review	(if applicable- see below)	= _____
Zoning Fee	\$39 (if applicable)	= _____
E & S Fee	\$290 (if applicable)	= _____
Certificate of Occupancy	\$56 (if applicable)	= _____
Total		= _____
Residential Plan Review Fee - All Structures		
1-2,499 square feet	\$	83
2,500-5,000	\$	110
5,001-10,000	\$	138
10,001-30,000	\$	193
30,001-50,000	\$	276
50,001-100,000	\$	331
Above 100,000	\$	386