



DEPARTMENT OF COMMUNITY DEVELOPMENT

442 West Washington Street

Suffolk, Virginia 23434

cddapplication@suffolkva.us

COMMERCIAL BUILDING CLEARANCE APPLICATION

\$100 Fee

Commissioner of the Revenue (757) 514-4260

Zoning Administrator (757) 514-4157

Building Official (757) 514-4156

Fire Department/Marshall (757) 514-4550

Planning Department (757) 514-4060

PLEASE READ DECLARATION AT THE BOTTOM OF THIS APPLICATION FORM BEFORE SIGNING APPLICATION

EXISTING BUILDING NEW CONSTRUCTION (Check one)

ALL APPLICANTS MUST COMPLETE 1 THROUGH 14 BELOW (PRINT ALL RESPONSES)

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

- 1. Property Owner
2. Applicant
3. Trade Name:
4. Are you on City Water City Sewer Well Septic system
5. Mailing Address:
6. Property Location:
7. Previous Business Name and use
8. Local Business Phone: Corporate/Main Office Phone:
9. Local Contact Person: Cell Phone:
10. Email address:
11. Is this a Group Home?
12. Detailed description of ALL proposed business activities:
13. Will this business involve the care of people who are incapable of self-preservation?
14. Will the facility be altered in any way?
\*\* IF BUILDING IS NEW OR BEING ALTERED, APPLICATION CANNOT BE PROCESSED UNTIL BUILDING FINAL HAS PASSED \*\*
15. How many employees do you intend to hire?

DECLARATION: I declare that the statements herein are true, complete and correct to the best of my knowledge and belief.

Applicant's Signature: Date:

OFFICE USE ONLY

PROJECT NUMBER CONDITIONAL USE PERMIT REQUIRED? YES NO
TREASURER'S ACCT NO TAX MAP NO
INSPECTIONS REQUIRED: BUILDING YES NO AUTHORIZED SIGNATURE/DATE
FIRE MARSHAL YES NO AUTHORIZED SIGNATURE/DATE
HEALTH DEPT. YES NO AUTHORIZED SIGNATURE/DATE
PUB. UTILITIES YES NO AUTHORIZED SIGNATURE/DATE
VDACS YES NO AUTHORIZED SIGNATURE/DATE
ZONING APPROVAL ZONING CATEGORY UDO CLASSIFICATION:
PERMITTED USE YES NO USE PERMIT REQUIRED YES NO SITE PLAN REQUIRED YES NO
COMMENT:
AUTHORIZED SIGNATURE/DATE REV. 5/10/18