



**CITY OF SUFFOLK**  
**DEPARTMENT OF INFORMATION TECHNOLOGY GIS DIVISION**

442 W. WASHINGTON STREET SUFFOLK, VIRGINIA 23434  
PHONE: (757) 514-7241  
EMAIL: GIS@SUFFOLKVA.US

**NEW ADDRESS REQUEST OR ADDRESSING UPDATE APPLICATION**

Applicant Name: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

**PROPERTY INFORMATION: (All Fields Required)**

Parcel Account Number: \_\_\_\_\_

Parcel Tax Map ID: \_\_\_\_\_

Street Name or Current Address: \_\_\_\_\_

Reason for request: \_\_\_\_\_

**Requirements for processing application:**

- If the parcel or location is subject to a recently approved or still under review Subdivision or Site Plan, addressing may already be established. Please refer to the Subdivision or Site Plan case and the assigned Planning Case Manager for addressing information.
- The City of Suffolk does not address vacant property without an intention to build. Please contact the Addressing Agent in the GIS department to discuss special conditions and circumstances. (757-514-7241)
- A building permit application must be included with this request or have been previously submitted for all vacant and previously unaddressed parcels or locations.
- For any new construction, corner lot development, or commercial suite buildouts, a lot layout survey and/or building plan approved by the Building Department is required prior to address assignment and activation.
- The Addressing Agent may request additional information.

\*\* Please allow approximately **two weeks** for your address to be assigned and notification to be sent out to utility companies and the USPS.

\*\* The Assessors Office requires additional time from address activation for your address to be updated into the City Assessor property records.

\*\* If you have applied for permits through Community Development, you will be contacted when the permit application is authorized.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_