

INSTRUCTIONS FOR APPLYING FOR SERVICES

1. Complete the appropriate application for services. Please make sure it is completed in its entirety or it will be returned to applicant.
2. Submit all required documents with application. Please do not send documents separately, application cannot be processed without all of the documents. Save all required documents as individual files and label with name of document(s) For example if you are submitting an application, survey and building plans. You should have three separate documents and they should be labeled “application”, “Survey” and “Building Plans”
3. Submit application and all required documents to CDDapplication@SuffolkVA.us in the subject line please provide site address. If your file is too large please email CDDapplication@Suffolkva.us to request a link.
4. When your application is received you will receive a confirmation e-mail. If you do not receive a confirmation e-mail, please contact our office 757-514-4150.
5. The timeframe it takes to process an application varies on the following:
 - a. Completeness of application (Are all required documents attached?)
 - b. Volume of application received
 - c. Timeframe it takes to receive approval from other departments, if required
6. Once application has been processed the Permit Technician will send an e-mail with an invoice and instructions for making payment. Payment must be made within 5 business days not to delay the issuance of your permit. Due to the volume of applications we are processing, if payment is made after 5 business days, it can take up to an additional 2 weeks to process your permit.
7. Once your permit has been issued you may **request inspection** by visiting <https://www.suffolkva.us/FormCenter/Community-Development-13/Request-For-An-Inspection-64> , faxing 757-514-4199, e-mailing CDDapplication@SuffolkVa.Us , in subject line please write site address and in the body provide permit number, type of inspection requesting and contact person’s name and phone #, or calling 757-514-4150. Inspections are not guaranteed on date requested, and we are unable to provide a time of day that inspectors will arrive. To view your **inspection results** visit http://apps.suffolkva.us/PCD/cd/nds/insp_rslts2/index.jsp .
8. To **request a Residential Certificate of Occupancy**, e-mail CDDapplication@Suffolkva.us . Before e-mailing verify that all required inspections are completed, along with Final Lot Grading Form, Duct Seal report showing less than 4% leakage, Health Department Operation Permit (if applicable), and as built Survey (if applicable) (See Certificate of Occupancy Checklist). Please make sure that each document is labeled appropriately and reference is made to the permit number to ensure documents are attached to the correct permit. Please allow up to 5 business days to process.

RESIDENTIAL APPLICATION FOR SERVICES REQUIRED DOCUMENTS

<i>Required Documents</i>	<i>New SFD</i>	<i>ADDITION/ ALTERATION/ Repair</i>	<i>Accessory Structure (Garages, sheds, decks, gazebos, etc)</i>	<i>Fence as barriers for Pool</i>	<i>Above Ground Pool</i>	<i>In Ground Pool</i>	<i>Piers, Bulk Heads, Marine Structures*</i>
<i>Survey to scale</i>	X	X	X	X	X	x	X
<i>Plans/drawings</i>	X	X	X	X		x	Sealed Plans required
<i>Residential Statement of Compliance</i>	X						
<i>Accessory Structure Form</i>			X				
<i>E & S and ROW APPL</i>	Contact Public Works 757-514- 7607						
<i>Typical Wall Section (If Stick built)</i>			X				
<i>Pool Fence Affidavit</i>				X	X	x	
<i>Site Improvement Form (Health Department)</i>	Required if not on City Water and/or City Sewer	Required if not on City Water and/or City Sewer	Required if not on City Water and/or City Sewer		Required if not on City Water and/or City Sewer	Required if not on City Water and/or City Sewer	

*Requirements also include the following: Planning Department Approval – 757-514-4160; VMRC Approval and Army Corp of Engineer Approval.

**PLEASE SUBMIT ALL REQUIRED DOCUMENTS WITH YOUR APPLICATION TO
CDDAPPLICATION@SUFFOLKVA.US , INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.**



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#:
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Site Address (Include unit/lot#):	HLC: <input type="checkbox"/> YES or <input type="checkbox"/> NO
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Subdivision Name:	Infill Lot: <input type="checkbox"/> YES or <input type="checkbox"/> NO
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Permit Permit & Plan Review Plan Review Only Amending Existing Permit# BLR _____ - _____

Is this for a Sales Model? <input type="checkbox"/> YES or <input type="checkbox"/> NO (If yes attach TUP Application)	Are 2015 approved Plans on file? <input type="checkbox"/> YES or <input type="checkbox"/> NO (If yes Permit # _____)
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Model Name: _____ Elevation: _____ Option(s) _____

Water/Sewage: <input type="checkbox"/> CITY WATER or <input type="checkbox"/> WELL WATER / <input type="checkbox"/> CITY SEWER or <input type="checkbox"/> SEPTIC	Well Water: Health Dept. Approval Required City Water: Tap Receipts Required
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CONTRACTOR OR AGENT	SUBMITTED BY: <input type="checkbox"/> OWNER <input type="checkbox"/> AGENT <input type="checkbox"/> CONTRACTOR		CITY of SUFFOLK License # _____		
	DPOR Contractors License# _____ (must be 10 digits)		Class <input type="checkbox"/> A / <input type="checkbox"/> B / <input type="checkbox"/> C		
	Property Owner Name: _____		Address: _____		
	Applicant Name: _____		Company Name: _____		
	Address: _____		City: _____	State: _____	Zip Code: _____
	Phone Number: _____		Email Address: _____		
	Survey to Scale Attached <input type="checkbox"/> YES or <input type="checkbox"/> NO		Right of Way/Land Disturbance Attached <input type="checkbox"/> YES or <input type="checkbox"/> NO <input type="checkbox"/> N/A		

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 <input type="checkbox"/> Conventional <input type="checkbox"/> Duplex <input type="checkbox"/> Modular <input type="checkbox"/> Condo <input type="checkbox"/> Townhouse <input type="checkbox"/> Accessory Structure <input type="checkbox"/> Manufactured Home		# of Bedrooms _____	<input type="checkbox"/> Living Space Addition	
			# of Bathrooms _____	<input type="checkbox"/> Interior Alterations	
			# of Stories _____		
			Exterior Finish _____		
	<input type="checkbox"/> Detached Garage	<input type="checkbox"/> Garage Conversion	<input type="checkbox"/> Garage Addition	<input type="checkbox"/> Screened Porch	<input type="checkbox"/> Convert Porch To Living Space
	<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"/> Other
<input type="checkbox"/> Deck <input type="checkbox"/> Open <input type="checkbox"/> Covered	<input type="checkbox"/> Shed Gazebo, Pergola Over 256 sqft	<input type="checkbox"/> POOL <input type="checkbox"/> Above <input type="checkbox"/> Inground	<input type="checkbox"/> Fence as Pool Barrier	<input type="checkbox"/> Termite/Water Foundation Repair	

DESCRIPTION OF WORK (Must be Completed):

New Square Footage:	Alteration Square Footage:	Estimated Value:
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Mechanics Lien Agent:	Phone Number:
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Address:	City:	State:	Zip Code:
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I understand that it is my responsibility to investigate and pursue as necessary:

- Infill lot, it is required that a setback inspection is requested at time of footing inspection.
- 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

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