



CITY OF SUFFOLK
DEPARTMENT OF INFORMATION TECHNOLOGY GIS DIVISION

442 W. WASHINGTON STREET SUFFOLK, VIRGINIA 23434
PHONE: (757) 514-7230

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. (757-514-7230)
- 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: _____