



**City of Newport News**  
 Department of Codes Compliance  
 2400 Washington Avenue, 3<sup>rd</sup> Floor  
 Newport News, Virginia 23607  
 Phone: (757)933-2311 Fax: (757)926-8311  
 Email: [propmt@nngov.com](mailto:propmt@nngov.com)

Building Permit # \_\_\_\_\_  
 Tax ID# \_\_\_\_\_

**PLOT Diagram**

**\*\*\*SURVEY PLAT or SITE PLAN is required. If unavailable, follow instructions below.**

**INSTRUCTIONS**

- *Three (3) identical sets of site plan (2 paper and 1 electronic copy in PDF format). Drawn to scale and showing all parts of construction (i.e., house, decks, porches, exterior stairs, driveway, sheds, garage, pool, & pool decks). For new construction a survey/site plan drawn by a licensed engineer or surveyor is required. For additions and new-detached accessory structures, an existing site plan showing proposed structures drawn to scale is acceptable.*

**\*Note: NO BUILDING OR OTHER STRUCTURE IS PERMITTED TO ENCROACH UPON THE CITY RIGHTS OF WAY. CAUTION MUST BE EXERCISED WHEN ERECTING FENCING AND SIMILAR STRUCTURES.**

ADDRESS: \_\_\_\_\_ SUBDIVISION: \_\_\_\_\_ LOT: \_\_\_\_\_  
 ZONING DISTRICT: \_\_\_\_\_ TYPE OF STRUCTURE: \_\_\_\_\_  
 VARIANCE/SPECIAL EXCEPTION#: \_\_\_\_\_ DATE OF APPROVAL: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
 MINIMUM SET-BACK REQUIREMENTS: FRONT- \_\_\_\_\_ SIDE- \_\_\_\_\_ REAR- \_\_\_\_\_

A  
D  
J  
A  
C  
E  
N  
T  
  
S  
T  
R  
E  
E  
T  
  
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E

Please attach copy of survey with proposed construction

**FRONT PROPERTY LINE**

STREET NAME: \_\_\_\_\_

\_\_\_\_\_  
Applicant Name (PRINT)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
DATE

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

\_\_\_\_\_  
Zoning Office Approval

\_\_\_\_\_  
DATE

\_\_\_\_\_  
Zoning Field Approval

\_\_\_\_\_  
DATE