

Commercial Building Permit Checklist (Non-Residential, less than four-plex)

1. Complete permit application to include the following:
 - a. Address of project
 - b. Phone number & fax number of applicant
 - c. Project valuation (materials & labor)
2. Two (2) complete sets of drawing and one (1) set of specifications; each set of drawings to include:
 - a. Building code analysis to include the following:
 - Occupancy classification
 - Occupancy load
 - Type of construction
 - Max height of building(s) and number of stories
 - Total square footage of building(s)
 - b. Legal survey (stamped) with legal description showing all easements, adjacent streets (R/W), North arrow, scale, parcel area.
 - c. All civil drawings necessary for project including the following:
 - Site plan including sign locations
 - Stormwater
 - Streets, sidewalks, curb, driveways
 - Total parking spaces; HC van accessible spaces
 - d. Each set of drawings should include the following:
 - Foundation plan & seismic statement
 - Floor plans
 - Structural plans & seismic statement
 - Electrical, mechanical and plumbing plans
 - Site utility plan
 - Elevations
 - Drawings must be stamped by an architect or engineer licensed in the state of Arkansas. *
2. Applicant shall submit certificate or letter of approval from Arkansas State Health Department, (501) 661-2000, for proposed construction.
3. State law requires that contractors be licensed in the state of Arkansas before bidding or performing work in excess of \$20,000. For more information contact:

Contractor License Board
621 East Capital Ave.
Little Rock, AR 72201
(501) 372-4661

* Plans and specifications for construction work exceeding \$100,000 in value accept residential work including less than four units, is subject to compliance with Arkansas Architectural Act, State of Arkansas Act 18 of 1981.

Please submit all commercial building permits to:

Building Official
203 S. Commerce Ave.
Russellville, AR 72801.

If questions arise you may contact the Department at 479-968-1002.