

CHECK LIST FOR BUILDING PERMIT APPLICATION

YES/NO IS THE PROPOSED PROJECT LOCATED IN A HISTORIC DISTRICT OR ON THE HISTORICAL REGISTER? (This will effect your permit application.)

- _____ 1. APPLICATION
- _____ 2. SCALED DRAWING
- _____ 3. PLATTED LOT (final plat must be filed)
with copy of Survey and legal description.
- _____ 4. PROOF OF AGENCY (ownership verification)
- _____ 5. WAIVERS REQUESTED (variances, etc.)
- _____ 6. WRITTEN INTENT OF CONSTRUCTION
- _____ 7. STORM WATER DRAINAGE REQUIREMENTS
- _____ 8. HALF STREET IMPROVEMENT REQUIREMENTS
- _____ 9. OVER \$20,000 NEEDS STATE CONTRACTOR'S LICENSE
ON COMMERCIAL PROJECTS.
- _____ 10. COPY OF LIABILITY INSURANCE/WORKERS COMP.
- _____ 11. HEALTH DEPARTMENT APPROVAL FOR PLUMBING
FOR ALL COMMERCIAL PROJECTS.
- _____ 12. COPY OF PERK TEST IF NOT ON A SEWER **SYSTEM.**

NO PERMITS WILL BE ISSUED WITHOUT THIS INFORMATION.

PLANS APPROVED BY: _____ DATE _____

AFTER APPROVAL PERMIT ISSUED BY: _____ DATE _____

BUILDING PERMIT APPLICATION/PERMIT
RUSSELLVILLE, AR 72801

Section 1 - GENERAL PROVISIONS (APPLICANT TO READ AND SIGN)

1. No work may start until permit is issued.
2. This permit may be revoked if any false statements are made herein.
3. If revoked, all work must cease until permit is re-issued.
4. Development shall not be used or occupied until a Certificate of Occupancy is issued by the Office of Community Development.
5. The permit will expire if no work is commenced within six months of issuance.
6. Applicant is hereby informed that other permits may be required to fulfill local, state, and federal regulatory requirements.
7. Applicant hereby gives consent to the Local Administrator or his/her representative to make reasonable inspections to verify compliance.

I, the applicant, certify that all statements herein and in attachments to this application, are true and accurate.

X _____ Date: _____

Section 2 - PROPOSED DEVELOPMENT (TO BE COMPLETED BY APPLICANT)

Name of Property Owner: _____

911/Physical Address of Proposed property: _____

Phone Number: _____ Cell #: _____

YES/NO IS THE PROPOSED PROJECT LOCATED IN A HISTORIC DISTRICT OR ON THE HISTORICAL REGISTER? (This will effect your permit application.)

Contractor _____ Contractor License # & Ex. Date: _____

Engineer _____ Architect _____

Project Location

To avoid delay in processing the application, please provide enough information to easily identify the project location. **Provide the street address, lot number or legal description (attach).** A

survey of the property **attached to the application with proposed structures and setbacks is desired** and can be required when deemed necessary by the Building Official.

Use Zone _____ Lot Area (Acre or Square Feet) _____
Description of Work

<u>Activity</u>	<u>Structure Type</u>
_____ New Structure	_____ Fence and/or Swimming Pool
_____ Addition	_____ Single Family Residence
_____ Alteration	_____ Multi Family Residence
_____ Relocation	_____ Commercial (Less than 12,500 S.F.)
_____ Demolition	_____ Commercial (More than 12,500 S.F.)
_____ Replacement	_____ Industrial (Less than 12,500 S.F.)
	_____ Industrial (More than 12,500 S.F.)
	_____ Mobile Home
	_____ Church
	_____ Other (sign, deck, etc.)

Estimated value of project \$ _____

RESIDENTIAL SINGLE FAMILY PERMITS

TOTAL HEATED AND COOLED SQ. FEET. _____ X _____ = \$ _____

PERMIT FEE \$ _____ **COMMERCIAL, STATE FEE _____ (\$.50/1000) (\$1,000.00 Max fee)**

Other Development Activities

- _____ Fill _____ Mining _____ Drilling _____ Grading
- _____ Excavation
- _____ Watercourse alteration
- _____ Drainage Improvements
- _____ Road, Street, Bridge Construction
- _____ Subdivision
- _____ Other _____

After completing this section, Applicant should submit form to Building Official for review.

VERIFICATION OF OWNERSHIP

OR

**APPOINTMENT OF AGENT
RUSSELLVILLE, ARKANSAS**

I, _____ certify by my signature that I am the owner
of the property described below.

Property described as follows:

Address: _____

Legal Description: _____

SIGNATURE OF PROPERTY OWNER (S)

DATE

I, _____ certify by my signature below,
that I hereby Authorize _____ to act as my
agent regarding the _____ of the below described property.

Property described as:

SIGNATURE OF PROPERTY OWNER (S)

DATE

Subscribed and sworn to me, a Notary Public on this _____ day of _____, 20__.

Notary Public

My commission expires:

Section 3 – FLOODPLAIN DETERMINATION (TO BE COMPLETED BY LOCAL ADMINISTRATOR)

The proposed development is located on FIRM No. _____, Dated.

The proposed development:

_____ Is NOT located in a Special Flood Hazard Area

_____ Is located in a Special Flood Hazard Area
FIRM zone designation is ZONE_

_____ The proposed development is located in a floodway

_____ See additional requirements

Additional requirements:

Floodplain Elevation _____ ft (NGVD 1929)

Signed _____ Dated _____

Section 4 – BUILDING PERMIT REVIEW (TO BE COMPLETED BY BUILDING OFFICIAL OR HIS DESIGNATED EMPLOYEE)

_____ HEALTH DEPARTMENT APPROVAL—PLUMBING (COMMERICAL PROJECTS)
(APPROVAL MUST BE ATTACHED TO THIS APPLICATION)

_____ Setbacks from structure to property line correct for Use Zone.

Front _____ Rear _____ Side _____ Side _____

_____ Proposed structure allowable in Use Zone. (Use Zone _____)

_____ Minimum lot area requirements correct for Use Zone and proposed structure.

Lot square feet _____

_____ Minimum lot width at building line correct for Use Zone and proposed structure.

Lot width _____

_____ Square footage of proposed construction. SQ FT. _____

_____ Parking layout for all structures except single-family residences and duplexes.
(Sketch attached)

BUILDING PERMIT APPROVED BY: _____ DATE _____

Application taken by: _____

LETTER OF REGULATORY COMPLIANCE

Ordinance # 1675

Storm Water Drainage

No Person shall develop any land, realign any channel, place fill or debris in the channel or in any storm drainage system, without having provided for appropriate storm water management measures that control or manage runoff, in compliance with Ordinance 1675.

All construction, subdivision approvals or remodeling activities shall have a storm water management and drainage plan approved and this **form signed by the City Engineer,** before a building permit is issued or subdivision is approved except in Article 1, Section D:

- One-new or existing single family structure unless the impervious areas of the development exceed 40,000 square feet.
- One-new or existing duplex family structure unless the impervious areas of the development exceed 40,000 square feet.
- One-existing commercial or industrial structure where additional structural improvements or additional impervious areas are less than 500 square feet.
- Residential subdivisions which were approved prior to the effective date of these regulations are exempt from these requirements. Development of new phases of existing subdivisions which were not previously approved shall comply with the provisions of these regulations.

Name: _____

Location of Property: _____

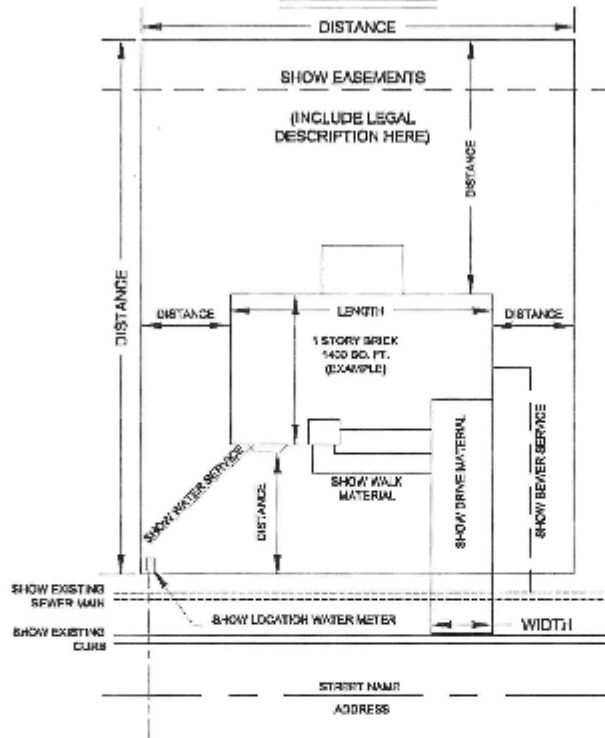
Comments: _____

Approved: _____ Date: _____

Updated 10/18/11

NOTES AND COMMENTS:

SITE PLAN



REQUIRED MINIMUM SITE PLAN INFORMATION

01. SITE PLAN DRAWN TO SCALE
02. LEGAL DESCRIPTION OF LOT/TRACT
03. PROPERTY LINES SHOWN WITH DISTANCE AND BEARINGS
04. RIGHT OF WAYS, EASEMENT AND SETBACKS
05. NAME OF STREET AND ADDRESS OF STRUCTURE
06. ALL EXISTING AND PROPOSED STRUCTURES
07. ALL EXISTING & PROPOSED SIDEWALKS, PATIOS, DECKS, & DRIVEWAYS WITH SIZE OF EACH
08. ALL DRAINAGE PIPES WITH SIZES AND MATERIALS
09. DRAINAGE DIRECTION OF LOT
10. APPROXIMATE LOCATION OF EXISTING WATER AND SEWER MAINS AND SERVICES TO STRUCTURES