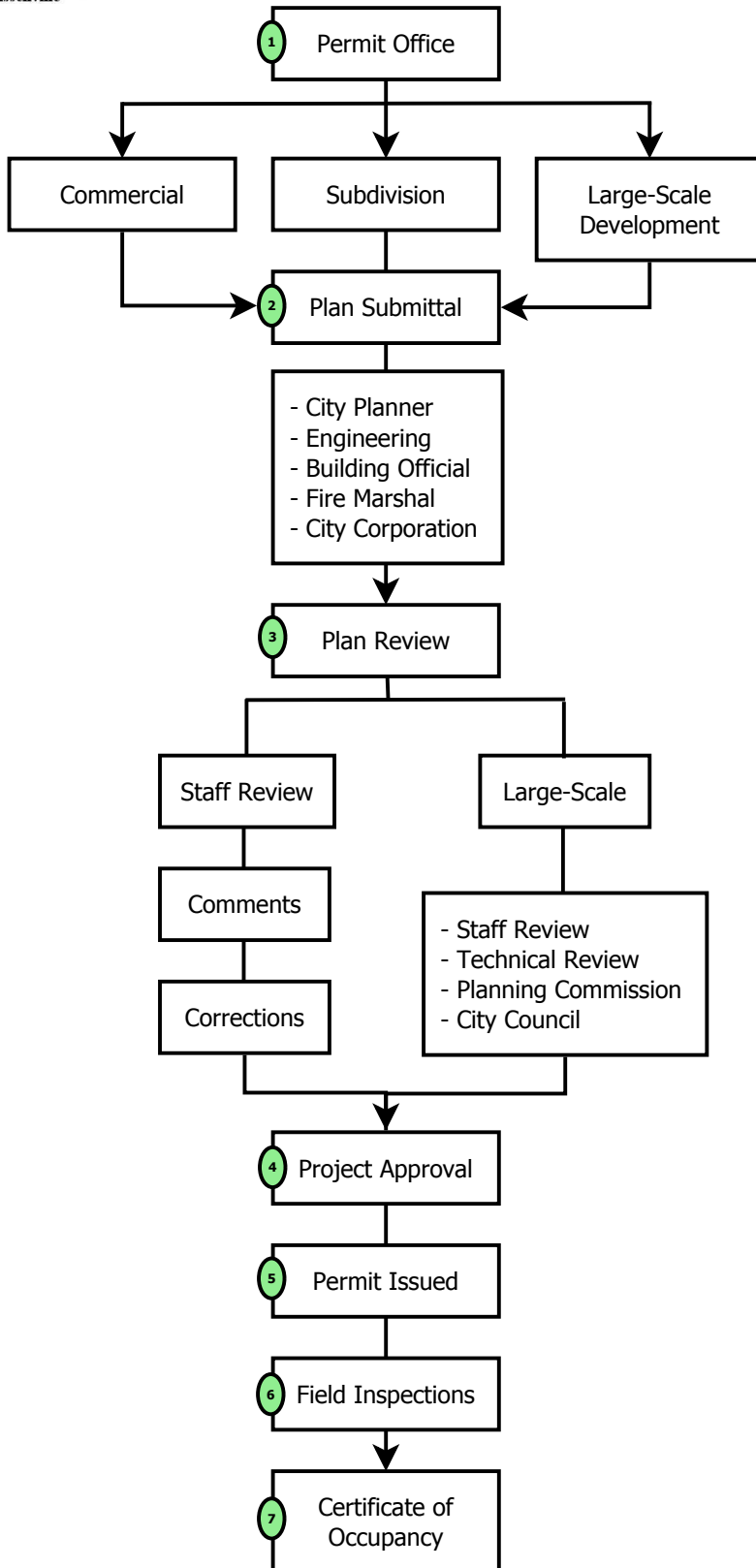




# Commercial Permit Process



### **Step 1: Permit Office**

After an application is picked up from the Permit Office and completed by the applicant, the Building Official will verify that all permit forms are filed and properly filled out. The applicant may work with the Building Official in the Permit Office to record basic information about the project. The Building Official will then determine whether a permit is required, how the proposed work should conform to the requirements of the City Ordinances and State Codes, and whether any special approvals are required. The Building Official will direct the applicant in determining which one of the three permitting categories the applicant will go through. The following are the three (3) categories, one in which the applicant's project will fall:

**1) Commercial** - Any development that is not residential and is not of such scale or complexity, as set forth in the Large Scale Development definition, may only require Staff Review.

**2) Large-Scale Development** - Any commercial or large scale development meeting any one of the following criteria shall be reviewed by the Planning Commission prior to issuance of a building permit or other city permit:

- a. Buildings or developments placed on a plot of real property five (5) acres or larger.
- b. On any size lot, any development containing a building or buildings with a combined square footage of fifteen thousand (15,000) square feet or larger.
- c. All multi-family housing developments with more than seventeen (17) units.
- d. Any commercial building or establishment designed or intended for the sale of petroleum or other flammable products or any commercial or industrial use with accompanying hazards.
- e. Routine commercial developments not meeting any of the criteria listed above shall not require Planning Commission approval. However, in unique cases, the Director of Public Works may require Planning Commission approval prior to the issuance of a building permit.

**3) Subdivision** - The division of a parcel of land into two (2) or more lots or parcels for the purpose of transfer of ownership or building development. Any Subdivision development meeting any one of the following criteria shall be reviewed by the Planning Commission prior to issuance of a building permit or other city permit:

- a. Platting of a tract, lot, parcel of land into two or more tracts, lots, sites, or parcels, any of which, when subdivide, shall contain less than five acres in area.
- b. The dedication or vacation of any street or alley through any tract of land regardless of the areas involved as may be desired by the owner or if necessary to achieve conformance with the Comprehensive Plan.
- c. The construction of any street or public utility through any tract of land within the Planning Area Boundary of the city as stated in the Land Subdivision and Development Codes.

All other division of land in minor can be approved by the staff.

**Pre-design meeting** – To expedite the process, it is recommended that any applicant planning development within the City Limits or Planning Area to request a Pre-design meeting before developing plans for review and approval. The Permit Office will set the schedule and notify all interested parties of said meeting date, place and time.

## **Step 2: Plan Submittal**

**Applicant is required to submit plans to the Permit Office for review by the following departments:**

1. Engineering
2. Building Official
3. Fire Marshal
4. City Corporation: Russellville Water & Sewer

Master list of current codes, most recent editions as adopted by the State of Arkansas and the City of Russellville:

- Arkansas Fire Prevention Code 2002 Edition Volume I, II & III
- 2003 Arkansas Plumbing Code (APC)
- 2003 Arkansas Mechanical Code (AMC)
- 2005 National Electrical Code
- 1995 Arkansas Gas Code
- NFPA (as applicable)

### **Each department must receive, at a minimum, the following set of plans:**

#### **Engineering:**

The following is a list of plan sheets required for review by engineering. We recognize that developments may vary and that not all of the requirements may apply. Applicant should submit plans that are pertinent or contact the staff for assistance. Commercial & Large Scale Development Review:

5. Site Plan (see Land Subdivision & Development code for check list of required information).
6. Grading Plan
7. Street Improvement Plans (if any)
8. Drainage Plans & Calculations
9. Erosion Control Plan (if required to have a SWPPP by ADEQ)
10. Landscaping Plan (if developed. City does not have a landscape ordinance)

See the City of Russellville Land Subdivision & Development codes for more detailed information on design and submittal requirements. Subdivision Review:

1. Preliminary Plat (if required by Zoning Code)
2. Final Plat (after construction is complete)
3. Minor Plats (see Zoning Code requirements)
4. Street Improvement Plans
5. Grading Plans (if any)
6. Drainage Plans and Calculations
7. Erosion Control Plan (if required to have a SWPPP by ADEQ)

See the City of Russellville Land Subdivision & Development and Zoning Codes for more detailed information on design and submittal requirements.

**Contact Information:**

The City of Russellville Public Works  
716 North El Paso Ave.  
Russellville, AR 72801  
Telephone: (479) 968-2406  
Fax: (479) 968-6496

Director of Public Works/City Engineer  
Michael Oakes  
[MOakes@rsvlar.org](mailto:MOakes@rsvlar.org)

**Building Official:**

The Building Official must receive one (1) full set of plans. The information that the Building Official will review includes, but is not limited to, the following:

1. Site Plan
2. Building Structure
3. Mechanical
4. Plumbing
5. Electrical
6. Gas
7. Life Safety

For detailed specifications, applicant may contact the Building Official's

**Contact Information:**

The City of Russellville Building Official  
716 North El Paso Ave.  
Russellville, AR 72801  
Telephone: (479) 968-1002  
Fax: (479) 968-6496

**Building Official**

Brian Holstein  
[BSHolstein@rsvlar.org](mailto:BSHolstein@rsvlar.org)

**Permitting Clerk**

Kathy Collins  
[KCollins@rsvlar.org](mailto:KCollins@rsvlar.org)

**Fire Marshal:**

The Fire Prevention Bureau will be reviewing plans according to the Plan Submittal Checklist that is included in the application packet. Required plans or plan sheets pertinent to fire protection and life safety issues include, but are not limited to, the following:

1. Preliminary Plat (if applicable)
2. Site Plan

3. Sprinkler/Standpipe Systems
4. Automatic/Manual Extinguishing Systems
5. Fire Alarm and Detection Systems
6. Egress, Exits and Illumination
7. Water Supplies and Distribution
8. Fire Apparatus Access

**Contact Information:**

The City of Russellville Fire Department  
203 West 2<sup>nd</sup> ST  
Russellville, AR 72801  
(479) 968-2332  
(479) 967-2087 fax

**Fire Marshal**

Richard Setian  
[RSetian@rsvlar.org](mailto:RSetian@rsvlar.org)

**City Corporation:**

While not required, City Corporation suggests submitting digital plans in place of paper. This can help speed up the review process by allowing the involved offices to work with files using the latest technology available to us. It will also help reduce your production costs by eliminating the expense of paper, printing, and associated manpower. If using paper please provide five (5) individual sets of plans that include the following:

1. Cover Sheet
2. Preliminary Plat Sheet
3. Site Plan
4. Plumbing
5. Water and Sewer Extension
6. Two (2) sets of accurate 'as-builts' are required after the construction has concluded.

**Contact Information:**

City Corporation  
Russellville Water and Sewer  
205 West Third Place  
Russellville AR 72811  
(479) 968-2105  
(479) 968-3265 fax

**Mailing Address**

City Corporation  
PO Box 3186  
Russellville AR 72811

**Customer Service Supervisor**

Jeremy Myer, ext 103

[JMyers@CityCorporation.com](mailto:JMyers@CityCorporation.com)

**Mapping/GIS**

Ryan Burris, ext 124

[rburris@citycorporation.com](mailto:rburris@citycorporation.com)

**Project Coordinator**

Jim Lynch, ext 123

[jim@citycorporation.com](mailto:jim@citycorporation.com)

**Step 3: Plan Review**

The applicant is routed through the plan review process. This process includes either: 1) Staff Review only, or 2) Large-Scale, which requires Technical Review, Planning Commission and City Council approval in addition to the Staff Review.

**Step 4: Project Approval**

The Permit Office and the applicant or his/her agent receives plan review comments from each department. The plans are either approved or corrections are requested. Large Scale Development plans are reviewed and commented on, prior to Technical Review. Technical Review corrections should be complete by Planning Commission meeting. The staff recognizes some items requesting to be revised may require a lengthier time frame to complete. The staff would accept a letter or verbal communication from the review person(s) that made said comments stating they have no objections allowing the Project to proceed to Planning Commission review on the scheduled appointed time.

**Step 5: Permit Issued**

The Permit Office issues all Building Permits. Issuance of a Building Permit may be delayed until all conditions involving requirements of all departments have been complied with. The time this entire process takes will depend on the number of current reviews pending, completeness and accuracy of the plans and application, and the response time of the applicant's re-submittals, should revisions be necessary. After the Permit Office determines that the plans satisfy all code requirements, the applicant will be notified of the approval and asked to pay all remaining fees. Upon payment, a Building Permit will be issued. The applicant can then begin construction.

**Step 6: Field Inspections**

An applicant's project will be inspected as work progresses. Individual departments or utility services are subject to separate polices. Inspections are required at various stages, depending on the nature of the project; typical inspections include:

- Work site prior to the issuance of a permit
- Excavation inspection

- Foundation/footing formwork and rebar inspection
- Foundation/footing after pour
- Concrete slab or under-floor formwork and rebar inspection
- Framing inspection
- Building systems, including underground and rough-in; mechanical, electrical, plumbing
- Solid fuel burning appliances, chimney, flues, or gas vents
- Fixed hood systems
- Life Safety Code compliance
- Fire resistant construction
- Fire resistant penetrations
- Fire protection systems
- Interior finishes
- M/E/P fixture installations
- Proposed work which is a deviation from approved construction documents, or found work
- After any accident or natural event which could have affected project
- Final inspection after all work authorized by the building permit has been completed (leading to a Certificate of Occupancy).

#### **Step 7: Certificate of Occupancy**

Once all final inspections are received, a Certificate of Occupancy (CO) is issued for residential and commercial permits. If an applicant is unsure as to which final inspections are required prior to certificate of occupancy issuance, the Permit Office should be contacted. Buildings are not to be occupied until the Certificate of Occupancy has been issued. In certain cases a temporary Certificate of Occupancy may be issued. The Certificate of Occupancy is issued by the Building Official and signed by the Building Official and Fire Marshal.

(re: 05/11)