



SINGLE-FAMILY, DUPLEX, TOWNHOME BUILDING PERMIT CHECKLIST

All residential buildings shall be designed to comply with the 2012 Edition of the Arkansas Fire Prevention Code (AFPC) Vol. III, International Residential Code (IRC) as amended, including the following codes adopted by the State of Arkansas:

- 2014 National Electric Code
- 2006 Arkansas Plumbing Code
- 2006 Arkansas Fuel Gas Code
- 2010 Arkansas Mechanical Code
- 2009 Arkansas Energy Code

The Building Official will not issue a building permit until the project is "released" by Engineering, Planning, Flood, City Corporation, Fire and Building.

Site Plan

- Size and shape of parcel including easements of any kind, all lot dimensions and parcel orientation, including north arrow.
- Required or recorded setbacks.
- Locations, dimensions and height of all existing and proposed buildings and structures, including garages, carports, fences, decks, patio covers and other accessory structures. Include dimensions from each other and from all property lines.
- Existing and proposed driveways including width, curbs, sidewalks and streets. Indicate centerline of street(s), label streets as public or private and sidewalks in reference to back of curb.
- Location and height of retaining walls and fences. Indicate construction material(s).

Construction Documents (if applicable)

- Drawings as required by the Fire, Building & Safety Division including but not limited to floor plans, foundation, roof framing, wall sections and elevations.
- Civil Site Plan and Report if more than one dwelling on parcel.

Floodplain Information

- For buildings and structures located in whole or in part in flood hazard areas as established by the jurisdiction, show 100 year floodplain and/or floodway and base flood elevations. Reference the FEMA FIRM panel number and effective date.
- If the property contains a floodway or floodplain, provide the proposed finished floor elevation of all structures.

Complete, Signed and Dated Application Form

Complete Application Checklist

Building Permit Fee Payment

Plan Review Fee Payment (if applicable)

Additional Information

Residential projects larger than a quadruplex or four single-family townhomes shall require design and plan submittal by an Arkansas registered architect. This will include architectural, structural, MEP (plumbing, electrical and mechanical), civil site and drainage report.

Subcontractors shall obtain applicable permits (mechanical, electrical, plumbing) prior to starting work on any job.

Pope County 9-1-1 assigns addresses for all properties. Please call (479) 968-1800 to have an address assigned prior to permitting.

Contact Arkansas One Call prior to digging - Dial 811 or use the online portal [Arkansas One Call](#).

Complete applications should be processed within a 24 hour period after submittal.

All civil, site and architectural plans shall be submitted (PDF) electronically to permitting@rsvlar.org