

# MISCELLANEOUS/ACCESSORY IMPROVEMENTS PERMIT APPLICATION



**PRIMARY CONTACT:**  Owner  Contractor

## PROPERTY OWNER INFORMATION

Name:					
Property Address:			Parcel:		
Lot:		Block:		Subdivision	
Mailing Address:			City:	State:	Zip:
Phone:		Phone:		Email:	

**Authorization of Representation:**

I, the undersigned, do hereby authorize the below contractor to represent me with respect to any issues or proceedings associated with the foregoing permit application that are filed with the City of Bella Vista.

\_\_\_\_\_  
 Property Owner Date

## CONTRACTOR INFORMATION

Contractor/Company Name:			State Contractor's License #:		
Primary Contact Name:			License Expires:		
Mailing Address:			City:	State:	Zip:
Primary Phone:		Phone:		Email:	

## PERMIT TYPE

Type of Work:	<input type="checkbox"/> Residential (under 4 living units)	<input type="checkbox"/> Commercial (over 4 living units)	
	<input type="checkbox"/> New	<input type="checkbox"/> Addition	<input type="checkbox"/> Remodel <input type="checkbox"/> Repair
<input type="checkbox"/> Fence Permit	Material: _____	Height: _____	\$25.00
<input type="checkbox"/> Right of Way Use	Driveway (Not permitted under a permit.)		\$10.00/\$25.00
<input type="checkbox"/> Storm Shelter	Circle Type: Basement, In-ground/Garage, Yard (Residential Only)		\$25.00
<input type="checkbox"/> Pool/Spa	Circle Type: Above ground, In-ground (Includes required barrier. Excludes permit for deck.)		\$25.00
<input type="checkbox"/> Demolition Permit for over 120 sq. ft.			\$50.00
<input type="checkbox"/> Retaining walls 30" & Above (Over 4' requires an Engineer.)			\$50.00
<input type="checkbox"/> Sea Wall			\$50.00
<input type="checkbox"/> Moving / Relocation Permit			\$100.00

**Accessory Improvements.**  
 The City of Bella Vista determines the valuation of construction using the International Code Council's Building Valuation Data Table. **The valuation method of calculating permit fees includes, but is not necessarily limited to, both new residential and commercial construction, additions, as well as accessory structures including workshops, storage buildings, decks, ramps, stairs, roof over decks or porches, screened decks converted to sunrooms, carports, pergolas, gazebos, conversion of carports to garages, covered and open docks, boathouses or enclosure thereof.** Please ask Staff to determine if your project will be calculated using the valuation method.  
 The valuation table is published every six months to provide an up-to-date average construction cost per square foot based on Occupancy and Construction Type. A copy of the table is available from the Building Division office or at the ICC's website at [www.iccsafe.org](http://www.iccsafe.org). After valuation is determined, see the permit fee schedule to calculate permit fees.

**Description of Work:** \_\_\_\_\_

Fee is based on ICC Valuation

## FOR OFFICE / REVIEW USE ONLY

Application Date:	File #	<b>Total Fees:</b>
Reviewer:	# Inspections Required:	Date Paid:
Approval Date:	Act 474 Surcharge:	Paid By: <input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> Credit
Permit #	Permit Fees:	Check #:
Zoning:	Floodplain: Y / N	Receipt #

## PLAN SUBMITTAL REQUIREMENTS

Fences	<ul style="list-style-type: none"> <li>Plot plan with location, drawn to scale, including dimensions.</li> </ul>
Right of Way Use / Driveway	<ul style="list-style-type: none"> <li>Plot plan with location, drawn to scale, including dimensions.</li> <li>Size of proposed culvert.</li> <li>Cross-section of culvert construction.</li> <li>Additional improvements.</li> <li>Driveway surface material.</li> </ul>
Storm Shelter	<ul style="list-style-type: none"> <li>Plot plan with location, drawn to scale, including dimensions.</li> <li>Elevation drawings detailing the installation, dimensions and materials.</li> <li>Evidence the shelter meets the requirements for FEMA-360 and ICC-500 and has been Missile Impact tested.</li> </ul>
Pools/Spa	<ul style="list-style-type: none"> <li>Plot plan with location, drawn to scale, including dimensions.</li> <li>Elevation drawings of construction detailing the materials and their location with dimensions.</li> <li>A barrier is required. Indicate, in detail, the type, materials and dimensions to be used as a barrier.</li> </ul>
Demolition	<ul style="list-style-type: none"> <li>Plot plan indicating the extent of demolition, showing what items are to be demolished or retained.</li> </ul>
Retaining walls	<ul style="list-style-type: none"> <li>Plot plan with location of the wall, drawn to scale, including dimensions.</li> <li>Cross section drawing including footing design, dimensions, height, materials, and elevations above and below the wall.</li> </ul>
Sea Wall	<ul style="list-style-type: none"> <li>Plot plan with location of the wall, drawn to scale, including dimensions.</li> <li>Cross section drawing including footing design, dimensions, height, materials, and elevations above and below the wall.</li> </ul>
Moving / Relocation	<ul style="list-style-type: none"> <li>Plot plan showing the new location for the structure, drawn to scale.</li> <li>Schedule of moving (time, date, and route to be followed) submitted to Police and Fire Departments.</li> <li>If routing includes state/federal highways, provide AHID permit prior to permit issuance.</li> <li>Advance notice to utility providers.</li> </ul>
Accessory Structures	<ul style="list-style-type: none"> <li>Plot plan with location, drawn to scale, including dimensions.</li> <li>Elevation drawings of structure detailing the materials and their location with dimensions.</li> <li>Drawings need to include a footing/foundation plan.</li> <li>Drawings need to be labeled to include any utilities that may be added or moved.</li> </ul>

## APPLICATION CHECKLIST

<input type="checkbox"/>	1. Application form and fee.
<input type="checkbox"/>	2. Additional documents as required under plan submittal requirements.
<input type="checkbox"/>	3. Contractor must provide a copy of current license as required from the State of Arkansas.
<input type="checkbox"/>	4. Subcontractors must provide copies of current licensing, as required, and have system permits authorized.

## ACKNOWLEDGEMENTS

- A permit becomes null and void if work or construction authorized is not commenced within 6 months, or if construction or work is suspended or abandoned for a period of 6 months at any time after work is started. Exterior improvements must be completed within 6 months.
- Inspection of permitted work may reveal code violations not discovered during plan review.
- A clean set of construction plans, *bearing the City's approval*, must be kept at the job site at all times.
- Any alterations or deviations from approved plans must undergo further review by the Building Official.
- In the event that construction or work has commenced prior to obtaining the proper permit(s), the Building Official will issue a stop work order until such time that proper permit(s) have been obtained.
- The City of Bella Vista shall not be responsible for the workmanship, safety, quality, or conformity to contractual specifications of any permitted construction. This is a matter between the owner and general contractor.

I, the undersigned, do hereby certify that I have read and examined this document and know the same to be true and correct. I certify that the above, together with the attached sites plans and building drawings, constitutes a true description of the proposed building and accessory construction and the location on the site of all items of construction will be in accordance with these documents. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. I understand inspections by City Inspectors will be made only to determine compliance with construction codes and not to assist the owner or contractor in properly locating the structure. I acknowledge my responsibility to insure, by boundary line survey if necessary, that the location of the structure will conform to setback requirements of the Bella Vista Zoning or Subdivision Ordinances. I understand that granting of a permit does not presume to give authority to violate or cancel the provisions of any state or local law regulating construction or the performance of construction.

<b>General Contractor / Owner Signature:</b>	<b>Date:</b>
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