

RESIDENTIAL BUILDING PERMIT PACKAGE



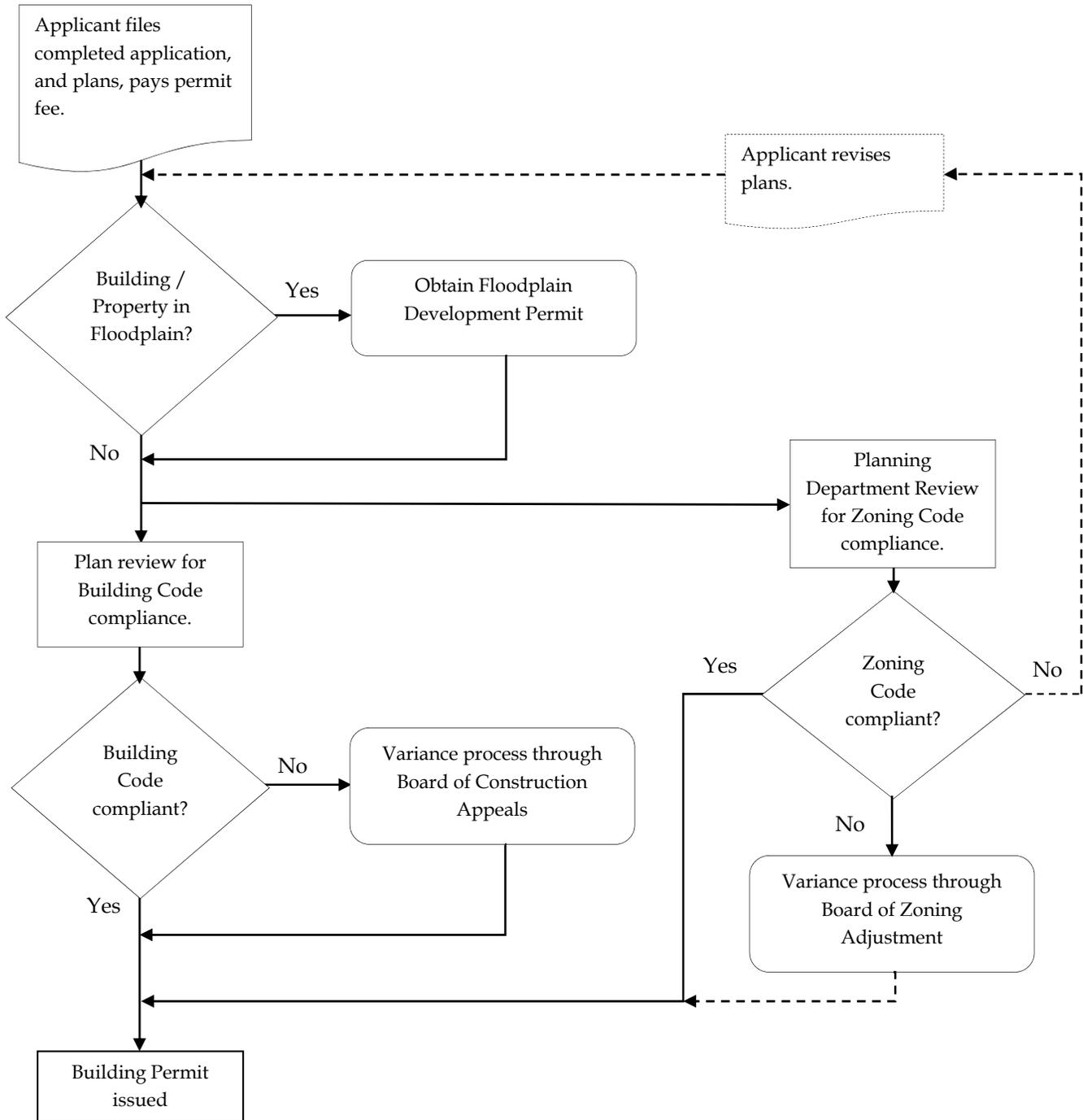
Residential Building Permit Review Process.....2

Residential Building Permit Application.....3

Residential Building Plan Submittal Checklist.....5

Residential Plot Plan Submittal Checklist.....6

RESIDENTIAL BUILDING PERMIT REVIEW PROCESS



RESIDENTIAL BUILDING APPLICATION



Please fill out this form completely, supplying the necessary information and documentation to support your request. Your application will not be processed until the application is completed and the required documentation is provided.

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: | | |

BUILDING INFORMATION

| | | | |
|-----------------------------|-------------------------------|---------------------------------------|------------------------------------|
| Type of Work: | New: <input type="checkbox"/> | Alterations: <input type="checkbox"/> | Addition: <input type="checkbox"/> |
| Description of Work: | | | |
| | | | |
| Total Heated SF: | Garage SF: | Unfinished Basement SF: | Total SF: |
| # of Stories: | # Bedrooms: | # Bathrooms: | Septic/Sewer: |

APPLICATION CHECKLIST

| | |
|--------------------------|---|
| <input type="checkbox"/> | 1. Application form and fee. |
| <input type="checkbox"/> | 2. Contractor must provide a copy of current license as required from the State of Arkansas and General Liability Insurance. (Unless on file with office.) |
| <input type="checkbox"/> | 3. When a homeowner is acting as the General Contractor an affidavit must be signed. |
| <input type="checkbox"/> | 4. Plot Plan drawn to 1:20 or 1:30 scale, and comply with the requirements from plan submittal checklist on sheets no larger than 11"x17". Two sets required. (There are different requirements for septic and sewer lots.) |
| <input type="checkbox"/> | 5. Building drawings, drawn to a conventional Architectural or Engineering Scale, with all requirements from the plan submittal checklist on sheets no larger than 11"x17" and must be legible. |
| <input type="checkbox"/> | 6. If on a septic lot the applicant must a Permit for Construction issued by the Arkansas Department of Health for septic system installation. |

FOR OFFICE / REVIEW USE ONLY

| | | |
|-------------------|-------------------------|---|
| Application Date: | File #: | Total Fees: |
| 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 #: |

Continued Next Page

ACKNOWLEDGEMENTS

| | |
|---|--------------|
| 1. 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 structure improvements must be completed within 6 months of permit issuance. | |
| 2. Inspection of permitted work may reveal code violations not discovered during plan review. | |
| 3. A clean set of construction plans, <i>bearing the City's approval</i> , must be kept at the job site at all times. | |
| 4. Any alterations or deviations from approved plans must undergo further review by the Building Official. | |
| 5. 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. | |
| 6. A permit board, no larger than 5 sq. ft. and displaying all trade license numbers required by State law involved with the project, must be accessible to inspectors and visible from road frontage. | |
| 7. All sites must have a portable toilet and trash receptacle installed at time of footing inspection. | |
| 8. 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. | |
| 9. I certify that the home will be constructed in compliance with the 2004 Arkansas Energy Code. I understand that an inspection may be performed within two (2) years of completion. If the home fails to comply, I am responsible for bringing the structure into compliance within sixty (60) days of notice. | |
| 10. I understand that <i>before</i> a Certificate of Occupancy can be issued, I will need to provide a Certificate of Operation from the Arkansas Department of Health affirming the septic system, if applicable, is operable. | |
| 11. I acknowledge my responsibility to insure, by boundary 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 I am responsible for ensuring property pins are located and clearly identified prior to the issuance of a Grading, Drainage, and Erosion Control Permit. | |
| 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 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. | |
| General Contractor / Owner Signature: | Date: |

A residential building package is available upon request.

| Building Plan Requirements | |
|-----------------------------------|---|
| <input type="checkbox"/> | 1. Floor plan showing: <ul style="list-style-type: none"> • Size and dimension of the structure. • Rooms labeled. • Means of egress. • Size and dimension of all rooms, windows, doors. • Utility placement and their related appliances |
| <input type="checkbox"/> | 2. Cut through wall section showing all aspects of structure framing. |
| <input type="checkbox"/> | 3. Footing detail showing (may include slab details, if applicable): <ul style="list-style-type: none"> • Overall dimensions. • Depth below finished grade. • PSI strength of concrete. • Size and spacing of rebar reinforcement. |
| <input type="checkbox"/> | 4. Exterior elevations of all sides of the structure(s). |

| Other General Requirements | |
|-----------------------------------|---|
| <input type="checkbox"/> | Subcontractors must obtain applicable permits prior to starting work on any job. |
| <input type="checkbox"/> | When building across a property line, the applicant needs to follow the procedures for a Notice of Encroachment, as well as follow the survey requirements checklist for a septic lot, regardless if the property is or will be connected to sewer. |
| <input type="checkbox"/> | Benton County 9-1-1 assigns addresses for all properties. If an address is needed prior to receiving a building permit, please call (479) 271-1085 to have an address assigned. |
| <input type="checkbox"/> | Village Waste Water is the sewer dept. 479-855-7613 |
| <input type="checkbox"/> | The POA Maintenance and Construction is the water dept. 479-855-5060 |

Currently Adopted Codes

All buildings shall be designed to comply with currently adopted technical codes which include:

- The Current Edition of the Arkansas Fire Prevention Code (AFPC) as amended including: Vol. I, International Fire Code (IFC); Vol. II, International Building Code (IBC); and Vol. III, International Residential Code (IRC).
- 2011 National Electric Code
- 2006 Arkansas Plumbing Code
- 2006 Arkansas Fuel Gas Code
- 2010 Arkansas Mechanical Code
- 2004 Arkansas Energy Code

RESIDENTIAL PLOT PLAN SUBMITTAL CHECKLIST



| Plot Plan Requirements | | |
|---------------------------------|--------------------------|---|
| Sewer Lot | Septic Lot | Description |
| <i>General Items</i> | | |
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Provide Benton County Assessor parcel number and ownership information for the parcel. |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Provide title block showing project name, scale, firm or individual preparing drawing, date and revisions. |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Show north arrow, scale, and complete legend. |
| <i>Boundary Information</i> | | |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Show and label the boundary for the property. |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. Show required or recorded setbacks. |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. Show and label all easements of record. |
| <i>Buildings and Structures</i> | | |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. Show the dimensions of the building in relation to all property boundaries. |
| <input type="checkbox"/> | <input type="checkbox"/> | 8. Show the proposed placement of the structure(s) and any attachments (garages, carports, outbuildings, decks, porches, steps, etc.) |
| <input type="checkbox"/> | <input type="checkbox"/> | 9. Show the proposed location, width, length, turning radii, and material of the driveway and its connection to the street surface. Label the center line of the driveway, and dimension to the nearest driveway center line. |
| <input type="checkbox"/> | <input type="checkbox"/> | 10. Show the edge and centerline for driveways on adjacent parcels. |
| <input type="checkbox"/> | <input type="checkbox"/> | 11. Show the location, pipe material, and inverts of proposed driveway culverts. |
| <i>Floodplain Information</i> | | |
| <input type="checkbox"/> | <input type="checkbox"/> | 12. If applicable, show 100 year floodplain and/or floodway and base flood elevations. Reference the FEMA FIRM panel number and effective date. |
| <input type="checkbox"/> | <input type="checkbox"/> | 13. If the property contains floodway or floodplain, provide the proposed finished floor elevation of all structures. |
| <i>Utility Information</i> | | |
| <input type="checkbox"/> | <input type="checkbox"/> | 14. Show all known on-site and immediate off-site utility locations. |
| <input type="checkbox"/> | <input type="checkbox"/> | 15. Show the location of the water meter, proposed service routing, and approval from the Bella Vista Village POA Water Department. |
| <input type="checkbox"/> | <input type="checkbox"/> | 16. Show the location of the sewer connection, proposed service routing, and approval from Village Waste Water. |
| <i>Septic Lot Only Items</i> | | |
| | <input type="checkbox"/> | 17. Provide contact information for the licensed surveyor preparing the survey. |
| | <input type="checkbox"/> | 18. Show property corner monuments and whether they are found or set. |
| | <input type="checkbox"/> | 19. Provide a permanent, well defined benchmark defined within an accuracy of 1/100 th of a foot. |
| | <input type="checkbox"/> | 20. Show existing topographic information as follow: <ul style="list-style-type: none"> • One foot contour interval for ground slope between level and ten (10) percent. • Two foot contour interval for ground slope above ten (10) percent. |
| | <input type="checkbox"/> | 21. Indicate spot elevations at grade breaks along existing road center lines; gutter lines and top of curbs or edge of pavement; and ditch inverts and culverts. |
| | <input type="checkbox"/> | 22. Septic system design including tank and leach field locations. |

This checklist is provided as a guide for information that should be included on plan sets. Plans examiners may require additional information to complete plan review. Refer to the Arkansas Fire Prevention Code, Volume III, and other applicable codes for specific requirements.