

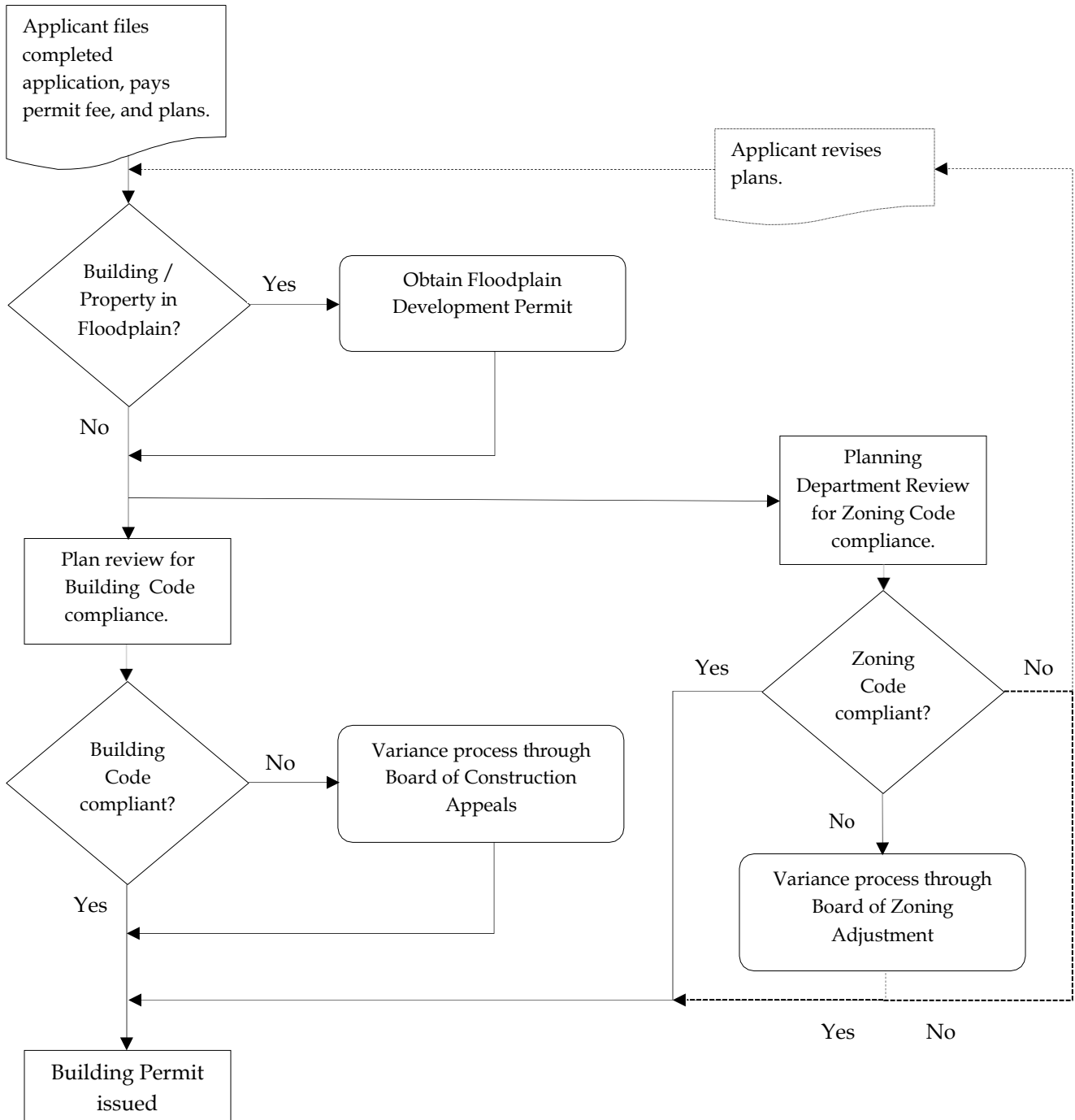
# Commercial Building Permit Application Package



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Please fill out this Permit Application 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 legible documentation is provided.

# Commercial Building Review Process



# Commercial Building Certificate of Occupancy Procedure



## Certificate of Occupancy

- All required inspections from the Building Division and Fire Department are to be approved.
- Any outstanding fees need to be paid in full.
- A copy of the Certificate of Operation (Part 3) signed by the Arkansas Department of Health Benton County Unit (If applicable)                      OR
- Documentation from Village Waste Water that sewer has been hook-up.

## Change of Use Certificate of Occupancy

- Applicants are to fill out a Commercial Building Application. The application will need to be noted as to the name and type of business going in.
- A floor plan needs to be submitted with one of the following:
  - An existing floor plan drawn to scale showing the changes to be made. (Preferred)
  - An existing floor plan drawn to scale along with a typed itemized list of changes.

## Review Process

- Once the application has been submitted the Building Division and the Fire Department, these departments will review the plans and make an on-site inspection.
- If the application does not require any changes by code or additional inspections, the applicant will be given a Change of Use Certificate of Occupancy, a correct Occupant Load Sign and a fee of \$50 will be implemented.
- If the application indicates changes that require inspections or require alterations due to code requirements, the applicant will be given the review comments that indicate code requirements and the application will be changed to a Commercial Building Application for Alterations and fees will be charged accordingly.

# Commercial 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.

PROPERTY INFORMATION							
Property Address:					Parcel #:		
Lot:		Block:		Subdivision:			
Zoning: (Check one box only)		A-1: <input type="checkbox"/>	R-E: <input type="checkbox"/>	R-1: <input type="checkbox"/>	R-2: <input type="checkbox"/>	R-3: <input type="checkbox"/>	R-MF: <input type="checkbox"/>
		C-1: <input type="checkbox"/>	C-2: <input type="checkbox"/>	C-3: <input type="checkbox"/>	C-4: <input type="checkbox"/>	I-1: <input type="checkbox"/>	I-2: <input type="checkbox"/>
In Floodplain? Yes: <input type="checkbox"/>		No: <input type="checkbox"/>		Base Flood Elevation:			
<i>Properties and buildings containing floodplain are subject to regulation under the Flood Damage Prevention Code.</i>							
Was this property built prior to 1978?		Yes <input type="checkbox"/>		No <input type="checkbox"/>			
<i>If yes, you are required by the US EPA's Renovation, Repair, &amp; Painting rule to be a Lead Safe Certified Firm with the US EPA if performing work that will disturb a painted surface in homes, child care facilities and pre-schools built before 1978.</i>							

PROPERTY OWNER INFORMATION			
Name:			
Mailing Address:		City:	State: Zip:
Primary Phone:	Fax:	Email:	

PRIMARY CONTACT/AUTHORIZED AGENT			
Company Name:		Relation to Owner/Project:	
Contact Name:			
Mailing Address:		City:	State: Zip:
Primary Phone:	Fax:	Email:	

GENERAL CONTRACTOR INFORMATION			
Contractor Name:		State Contractor's License #:	
Primary Contact Name:		Expiration:	
Mailing Address:		City:	State: Zip:
Primary Phone:	Phone:	Email:	

FOR OFFICE / REVIEW USE ONLY		
Application Date:	File #	Total Fees:
Reviewer:	# Inspections Required:	Date Paid:
Approval Date:	Act 474 Surcharge:	Paid By: Cash Check Credit
Permit #:	Permit Fees:	Receipt #

## BUILDING INFORMATION

Description of Work:			
Type of Work: Footing Only: <input type="checkbox"/> New: <input type="checkbox"/> Addition: <input type="checkbox"/> Alteration: <input type="checkbox"/> Repair: <input type="checkbox"/> <input type="checkbox"/> Change Of Use Occupancy			
Business Name:		Business Description:	
Foundation: Crawl: <input type="checkbox"/> Slab: <input type="checkbox"/>		Termite Treatment: Framing: <input type="checkbox"/> Slab: <input type="checkbox"/>	
Structure: Wood: <input type="checkbox"/> Metal: <input type="checkbox"/> Masonry: <input type="checkbox"/> Foam Form: <input type="checkbox"/>		Wall Insulation: Batt: <input type="checkbox"/> Blown: <input type="checkbox"/>	
Septic: <input type="checkbox"/>	Sewer: <input type="checkbox"/>	Under slab plumbing (Y/N):	Fireplace Type:
Building Height:	# of Stories:	# Bedrooms:	# Bathrooms:
Total Heated SF:	Garage SF:	Unfinished Basement SF:	Total SF:
Construction Type:	Occupancy Load:	Occupancy Use:	

## SUBCONTRACTORS

Type of Work	Subcontractor
Building:	
Electrical:	
Plumbing:	
Mechanical:	
Septic (if applicable):	
Misc (indicate type):	
Termite:	
<p>* Work valuation <i>must</i> be completed. Each nonresidential building permit is subject to a \$0.50 per \$1000.00 of valuation surcharge as required under Act 474 of 1999 (A.C.A. §6-55-106) to support the Arkansas Construction Industry Craft Training Program. Each permit is subject to a maximum surcharge of \$1,000.00.</p>	

## 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.	
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. See Sign Ordinance for further regulations.	
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.	
<p>I certify that I have read, understand, and will abide by the acknowledgements above. I certify that 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.</p>	
<b>Contractor / Owner / Authorized Agent Signature:</b>	<b>Date:</b>

# Commercial Plan Submittal Checklist



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.
<input type="checkbox"/>	3. Contractor must provide a copy of evidence of General Liability insurance.
<input type="checkbox"/>	4. Subcontractors must provide copies of current licensing, as required, and have system permits authorized.
<input type="checkbox"/>	5. An approved Driveway Permit form from the AHTD District Engineer is required if the driveway connection is located on an Arkansas State Highway.
<input type="checkbox"/>	6. The applicant must show a method for sewage disposal, either: <ul style="list-style-type: none"> <li>• A Permit for Construction issued by the Arkansas Department of Health for septic system installation and a letter from Village Wastewater Company indicating sewer is not available, or</li> <li>• A letter from Village Wastewater Company indicating that sewer service will be provided.</li> </ul>
<input type="checkbox"/>	7. Septic system plot plan overlaid on site survey (if applicable).
<input type="checkbox"/>	8. Approved Arkansas Department of Health Plumbing permit.
<input type="checkbox"/>	9. Address form for the project site completed and signed by Benton County 911 Administration.
	<i>Three (3) sets, on sheets no larger than 24"x36" AND one (1) set on 11"x17" sheets of the following:</i>
<input type="checkbox"/>	10. Site Survey, drawn to a conventional Architectural or Engineering Scale, with all requirements from plan submittal checklist. <i>Survey must be stamped and signed by Registered Land Surveyor.</i>
<input type="checkbox"/>	11. Site Plan, drawn to a conventional Architectural or Engineering Scale, with all requirements from the plan submittal checklist. <i>Must be stamped and signed by an Architect, Landscape Architect, or Engineer.</i>
<input type="checkbox"/>	12. Building drawings, drawn to a conventional Architectural Scale, with all requirements from the plan submittal checklist. <i>Must be stamped and signed by an Architect or Engineer, as required.</i>

Building Plan Requirements	
<input type="checkbox"/>	1. Floor plan showing: <ul style="list-style-type: none"> <li>• Size and dimension of the structure.</li> <li>• Rooms labeled.</li> <li>• Means of egress.</li> <li>• Size and dimension of all rooms, windows, doors.</li> <li>• Utility placement and their related appliances</li> </ul>
<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"> <li>• Overall dimensions.</li> <li>• Depth below finished grade.</li> <li>• PSI strength of concrete.</li> <li>• Size and spacing of rebar reinforcement.</li> </ul>
<input type="checkbox"/>	4. Electrical Layout
<input type="checkbox"/>	5. Plumbing Layout
<input type="checkbox"/>	6. Mechanical Layout
<input type="checkbox"/>	7. Exterior elevations of all sides of the structure(s).

### Survey Requirements

<input type="checkbox"/>	1. Provide contact information for the licensed surveyor preparing the survey.
<input type="checkbox"/>	2. Provide Benton County Assessor parcel number and ownership information for the parcel.
<input type="checkbox"/>	3. Provide title block showing project name, scale, firm or individual preparing drawing, date and revisions.
<input type="checkbox"/>	4. Show north arrow, scale, and complete legend.
<input type="checkbox"/>	5. Show and label the boundary survey for the property.
<input type="checkbox"/>	6. Show property lines of all property owners adjacent to the exterior boundaries of the parcel.
<input type="checkbox"/>	7. Show existing street right-of-way lines and center line. Future right-of-way shall also be shown as determined by the Master Street Plan. All future and existing rights-of-way shall be dimensioned from the centerline. Indicate road classification as determined by the Master Street Plan.
<input type="checkbox"/>	8. Show curve data for any street which forms a project boundary. Curve data shall include radius, arc, and chord distance.
<input type="checkbox"/>	9. Show property corner monuments and whether they are found or set.
<input type="checkbox"/>	10. Show required or recorded setbacks.
<input type="checkbox"/>	11. Show and label all easements of record.
<input type="checkbox"/>	12. Provide two controlling property corners labeled with State Plane Coordinates.
<input type="checkbox"/>	13. Show and label point-of-beginning from a permanent, well defined reference point.
<input type="checkbox"/>	14. Show 100 year floodplain and/or floodway and base flood elevations. Reference the FEMA FIRM panel number and effective date.
<input type="checkbox"/>	15. Provide a permanent, well defined benchmark defined within an accuracy of 1/100 <sup>th</sup> of a foot. Provide State Plane Coordinate for the benchmark.
<input type="checkbox"/>	16. Show the location of existing buildings and fences on the parcel (if any) and the same on adjacent parcels within twenty (20) feet of the property boundary.
<input type="checkbox"/>	17. Show existing topographic information as follow: <ul style="list-style-type: none"> <li>• One foot contour interval for ground slope between level and ten (10) percent.</li> <li>• Two foot contour interval for ground slope above ten (10) percent.</li> </ul>
<input type="checkbox"/>	18. 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"/>	19. Show all known on-site and immediate off-site utility locations.
<input type="checkbox"/>	20. Show the edge of pavement for both sides of the road.
<input type="checkbox"/>	21. Show the edge and centerline for driveways on adjacent parcels.

### Site Plan Requirements

<input type="checkbox"/>	1. Provide Benton County Assessor parcel number and ownership information for the parcel.
<input type="checkbox"/>	2. Provide title block showing project name, scale, firm or individual preparing drawing, date and revisions.
<input type="checkbox"/>	3. Show north arrow, scale, and complete legend.
<input type="checkbox"/>	4. Show and label the boundary survey for the property.
<input type="checkbox"/>	5. Show existing street right-of-way lines and center line. Future right-of-way shall also be shown as determined by the Master Street Plan. All future and existing rights-of-way shall be dimensioned from the centerline. Indicate road classification as determined by the Master Street Plan.
<input type="checkbox"/>	6. Show required or recorded setbacks.
<input type="checkbox"/>	7. Show and label all easements of record.
<input type="checkbox"/>	8. Show the proposed placement of the structure(s) and any attachments (garages, carports, decks, porches, steps, etc.)
<input type="checkbox"/>	9. Show the proposed placement of any outbuildings.
<input type="checkbox"/>	10. Show the dimensions building in relation to all property boundaries.
<input type="checkbox"/>	11. Show the proposed location, width, length, turning radii, and material of the driveway. Label the center line of the driveway, and dimension to the nearest driveway.
<input type="checkbox"/>	12. Show the proposed location of the for mail delivery.
<input type="checkbox"/>	13. Show the location, pipe material, and inverts of proposed driveway culverts.
<input type="checkbox"/>	14. Show the proposed routing of all utility service connections.

*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 II, for specific requirements.*

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### **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).
- 2014 National Electric Code
- 2006 Arkansas Plumbing Code
- 2006 Arkansas Fuel Gas Code
- 2010 Arkansas Mechanical Code
- 2004 Arkansas Energy Code



# GRADING AND EROSION CONTROL PERMIT APPLICATION



**Fee: \$25.00 for Single Family or Duplex sites; \$50.00 for all other construction.**

Please fill form out completely, supplying the necessary information and documentation to support your request. Applications will not be processed until the application is complete and required documentation is provided. All application fees are non-refundable.

**PRIMARY CONTACT:**                     Owner                     Contractor

PROPERTY OWNER INFORMATION			
Name:			
Email:		Phone:	
Mailing Address:		City:	State      Zip
Property Address:		Parcel#:	
Lot :	Block:	Subdivision:	
ADEQ Permit #:	Acreage to be disturbed:	Expected Completion Date:	

CONTRACTOR INFORMATION			
Name:		Company name:	
Mailing Address:		City:	State:      Zip:
Phone:		Email:	
Storm Water Management License holder:			License #

APPLICATION CHECKLIST	
<input type="checkbox"/>	1. Plot Plan with limits of disturbance & BMP placement clearly marked to scale.
<input type="checkbox"/>	2. Contractor must provide a copy of current Storm water Management License (Unless on file with our office.)
<input type="checkbox"/>	3. All property pins must be visibly marked.

**Contractor / Owner/ Authorized Agent Acknowledgment:** By my signature, I acknowledge that I have read, understand, and will abide by the acknowledgements on page 2 of this application. I understand that submittal of incorrect or false information is grounds for invalidation of application completeness, determination, or approval. I understand that the City might not approve what I am applying for, or might set conditions on approval.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

FOR OFFICE/REVIEW USE ONLY		
Application Date:	File:	Total Fees:
Reviewer:	# Inspections	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:	Plot Plan: Y/N	Receipt #

## ACKNOWLEDGEMENTS

1. Planning Commission approval of development plans does not convey final authority on the applicant to begin grading without this permit.
2. Failure to submit proper documentation according to the Bella Vista Development Codes will result in a delay in application consideration.
3. The owner/developer bears the responsibility for implementation of the SWP3 and notification of all contractors and utility agencies on the site.
4. The property owner and/or developer shall be responsible both for his or her employees and for all contractors and subcontractors from the onset of development until the property is fully stabilized.
5. The Community Development Services Department shall conduct periodic inspections during the life of a project to ensure compliance with permitted activities.
6. Any debris, soil, or mud from development sites reaching a public street shall be immediately removed.
7. The City may adopt and impose requirements identifying Best Management Practices for any activity, operation, or facility, which may cause a discharge of pollutants to a storm drainage system. Where specific BMPs are required, every person undertaking such activity or operation, or owning or operating such facility shall implement and maintain these BMPs at their own expense.
8. The property owner and/or developer of a site of construction activity shall be responsible for compliance with the requirements of local, state and federal regulations including inspecting all BMPs every 14 days and within 24 hours of every rainfall of  $\frac{1}{4}$  inch or more. Based on inspections performed, personnel shall determine any appropriate modifications to the Plan and/or site BMPs. All modifications shall be completed within seven (7) days of the referenced inspection.
9. If property is transferred anytime between the onset of development and the time it is fully stabilized, all responsibility and liability for meeting the terms of the Plan shall be likewise transferred to the new property owner.
10. Persons engaged in land alteration activities regulated by these regulations shall take measures to protect public and private properties from damage by such activities.
11. Land shall be re-vegetated and restored as close as practically possible to its original conditions so far as to minimize runoff and erosion.
12. All re-vegetation, grading and erosion control plan improvements and stabilization of the exposed soil shall be in place before a Certificate of Occupancy shall be issued.
13. All developments shall be constructed and maintained so that adjacent properties are not burdened with surface waters because of such development. More specifically, new development may not impede water runoff from higher properties nor may it unreasonably channel water onto lower properties.
14. No intermittent, perennial, or permanent stream (including its 25-foot perimeter buffer strip measured from the top of the bank) shall be graded, developed, channeled, or otherwise physically altered unless part of an approved grading plan and SWPPP. A Short-Term Activity Authorization permit from the Arkansas Department of Environmental Quality may also be required.
15. Upon completion of permitted construction activity on any site, the property owner and subsequent property owners will be responsible for continued compliance with the requirements of this ordinance, in the course of maintenance, reconstruction or any other construction activity on the site.
16. Pre-con Inspection must be scheduled once the port-a-potties & wattles are on site. Building permits will only be issued once it has passed inspection.