

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.