

RESIDENTIAL BUILDING PERMIT PACKAGE



Residential Building Permit Process.....	2
Grading and Erosion Control Permit Application.....	5
Residential Building Permit Application.....	7
Residential Building Plan Submittal Checklist.....	9
Residential Plot Plan Submittal Checklist.....	10

RESIDENTIAL BUILDING Permit Process



When are building permits required?

Generally, you need a building permit from the City when you construct, enlarge, alter, repair, move, remove, improve, convert or demolish a building or other structure. This could be anything from a small shed to a house. A permit may also be needed to bring anything up to code. A separate permit may be required for grading, electric, mechanical and plumbing.

Construction projects may require both a city permit and an ACC permit. To see if an ACC permit is required you can contact the Architecture Control Committee at 479-855-8080. If you have any questions regarding required City permits or the process, call Community Development at 479-268-4980.

Is my lot buildable?

The City is unable to determine if a lot is buildable. There are many factors and outside agencies requirements to consider: available utilities, septic or sewer, house size, building setbacks, lot elevation, etc. Some of the agencies involved can be found at the end of this document.

Before you apply

We encourage you to call or visit our office before submitting your permit application. We can help answer questions and let you know if your project requires a permit. You may be referred to other staff members to determine if any initial approvals are required before starting. Staff may offer suggestions to help make the permit process easier for you. Asking questions at the outset may save you processing time. We're glad to take the time to help you - it's part of why we are here.

Do you need to hire a professional?

Depending on the size and type of your project, you may need the services of a licensed professional. Our best advice is to check with the staff to determine if the services of a licensed professional will be needed.

Per city ordinance, a contractor must have a license, from the State of Arkansas, to build a new residential home. A property owner who acts as a building contractor for the purpose of construction of his/her own residence is not required to be licensed unless the person constructs more than (1) residence per calendar year. An affidavit is needed prior to issuing the permit. Per city ordinance, electrical, mechanical and/or plumbing work requires a permit to be issued to an Arkansas state-licensed master professional of that trade.

Applying for a Permit

You may apply for a building permit when you have all the required documentation for your proposed project. The permit application and documents should be produced in a clear and legible manner, to scale, and include a current phone number and email address. To apply you must turn in an application package at the City's Community Development Department, consisting of:

- Completed application, checklist, related forms
- Copies of required plans
- Supporting documentation

The application packet is available at the Community Development counter, as well as on-line in the Reference Guides & Applications link under the Community Development section of our website at www.bellavistaar.gov. The information included on the plans and the number of copies will vary, depending on the specifics of your project. Please choose the appropriate permit application that matches your scope of work.

The Review Process: What happens next?

After your application is submitted, we will review your plans. Depending on the nature of the project, the review could involve several departments.

Corrections, Clarifications, and Changes

Community Development will notify you if the plans cannot be approved as submitted, we will provide you with lists of necessary corrections.

Minor corrections can be made on the original plans submitted. However, if major changes are necessary, or if there are numerous corrections, you will be required to correct the base drawings and resubmit copies of the revised plans. Submitting thorough and complete plans initially will help avoid numerous revisions.

When revised plans are submitted, they will be submitted for subsequent review. Plans submitted for recheck will generally require less processing time than required for the initial check.

Issuing the Permit

After the City determines that the plans satisfy all code requirements and any initial inspection have passed, if required, you can pay the permit fees. Upon payment, we will issue a building permit. You can then begin construction.

When building across a property line, the applicant needs to follow the procedures for a Notice of Encroachment. An Easement Release will also need to be obtained by contacting the Architecture Control Committee. The building permit will not be issued until these items are completed.

Inspections

We will inspect your project as work progresses. The permit board must be posted onsite at all times, visible and readable from the street. You must call for an inspection as each phase of your project is completed, but before you begin the next phase. Contractors are required to notify Community Development 24 hours prior to needed inspection at 479-268-4980. Once an inspection has taken place you'll receive an email with the details.

From the day the permit is issued, you are allowed 180 days (six months) to begin work on your project. Once construction begins, you must continue to work on your project to avoid permit expiration. Your permit will be extended 180 days (six months) from the last inspection.

For new residential construction, the building permit will not be issued until the pre-construction site inspection has passed. This consists of the BMPs mentioned on the GEC plan have been inspected for correct installation and a portable toilet is available at the site.

Why is the permit process so complex?

The process of issuing a building permit may seem complex, which it is. It involves many City departments and outside agencies, and it may include a separate Planning process. The City is required by law to enforce numerous Federal, State and local construction and development regulations to insure that your project is safe and is an asset to the community.

Important Phone Numbers

- Architecture Control Committee: 479-855-8080
- Carroll Electric: 1-800-432-9720
- Benton County Health Department (Septic): 479-986-1358
- Bella Vista POA Water Department: 479-855-5060
- Village Wastewater (Sewer): 479-855-7613

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 #:	Acreeage 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 ¼ 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.

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:		Email:		

CONTRACTOR INFORMATION

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

BUILDING INFORMATION

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, & Painting rule to be a Lead Safe Certified Firm with the US EPA if performing work that will disturb a painted surface in times, child care facilities and pre-schools built before 1978.</i>				
Type of Work:	New:	Alterations:	Addition:	
Description of Work:				
Total Heated SF:	Garage SF:	Unfinished Basement SF:	Covered Porches SF:	
Decks SF:	# Bedrooms:	# Bathrooms:	# of Stories:	
Foundation Type:	Fireplace Details:		Septic or Sewer	
Insulation Type:				
<i>Permit fees are based on the valuation of construction using the International Code Council's Building Valuation Data Table.</i>				

APPLICATION CHECKLIST

<input type="checkbox"/>	1. Contractor must provide a copy of current license as required from the State of Arkansas. (Unless on file with office.) When a homeowner is acting as the General Contractor an affidavit must be signed.
<input type="checkbox"/>	2. 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".
<input type="checkbox"/>	3. 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"/>	4. If on a septic lot the applicant must obtain 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: Cash Check Credit
Permit #:	Permit Fees:	Check #:
Zoning:	Floodplain: Y / N	Receipt #:

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, *bearing the City's approval*, must be available 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 *before* 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 / Authorized Agent Signature: 	Date:
---	----------------------

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
<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

<ul style="list-style-type: none">• Subcontractors must obtain applicable permits prior to starting work on any job.
<ul style="list-style-type: none">• When building across a property line, the applicant needs to follow the procedures for a Notice of Encroachment. An Easement Release will also need to be obtained by contacting the Architecture Control Committee. The building permit will not be issued until these items are completed.

Important Phone Numbers

- Architecture Control Committee: 479-855-8080
- Carroll Electric: 1-800-432-9720
- Benton County Health Department (Septic): 479-986-1358
- Bella Vista POA Water Department: 479-855-5060
- Village Wastewater (Sewer): 479-855-7613

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).
- 2014 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"/>	<input type="checkbox"/>	17. Provide contact information for the licensed surveyor preparing the survey.
<input type="checkbox"/>	<input type="checkbox"/>	18. Show property corner monuments and whether they are found or set.
<input type="checkbox"/>	<input type="checkbox"/>	19. Provide a permanent, well defined benchmark defined within an accuracy of 1/100 th of a foot.
<input type="checkbox"/>	<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"/>	<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"/>	<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.