

# 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

<b>Type of Work:</b>	New: <input type="checkbox"/>	Alterations: <input type="checkbox"/>	Addition: <input type="checkbox"/>
<b>Description of Work:</b>			
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. (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 #:	<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 #:

*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.		
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 75%; padding: 5px;"><b>General Contractor / Owner Signature:</b></td> <td style="width: 25%; padding: 5px;"><b>Date:</b></td> </tr> </table>	<b>General Contractor / Owner Signature:</b>	<b>Date:</b>
<b>General Contractor / Owner Signature:</b>	<b>Date:</b>	

*\*A residential building package is available upon request.\**