



Commercial Addition

Office Use Only:

Pre-Con Completed: Yes No
 Drawings Approved: Yes No
 Approved by: _____
 Date: _____

Application & Checklist

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

CONTRACTOR INFORMATION: Please check if information has changed.

Contractor: _____ Contact Name: _____

Phone # _____ Mobile # _____ Fax # _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

E-Mail Address: _____

State Contractor's License # _____ Expiration Date: _____

PROPERTY INFORMATION:

Address: _____ Suite #: _____ Tenant: _____

BUILDING INFORMATION:

Total Square Ft: IBC Construction Type: Type A or B:
 Use Classification: Bldg. Sprinkler System?: # of Elevators: Floodplain:
 Increase H2O size: # Add'l H2O Meters: Add'l Meter Size: (Exclude irrigation meter)

LIST OF SUB-CONTRACTORS:

Electrician: _____ Heat/Air: _____

Insulation: _____ Plumber: _____

Termite Co: _____ Other: _____

SUBMITTAL CHECKLIST: (All items must be submitted before the application will be processed.)

- 1. Code Compliance Certificate approval. (Approx. approval time 2+ days after received.) Form available on-line or at desk.
- 2. Completed Application form with contractor's/owner's signature.
- 3. One complete set of stamped building drawings. (Must include applicable codes, occupant load, area modifications used, travel distances)
- 4. A CD (or e-mail) of the construction plans in **PDF** format to Lori Leonard, (lleonard@bentonvillear.com)
- 5. Approved large scale development plan submitted to Mapping in AutoCad format.
- 6. Signed "Development Letter". (Sent to the owner after Planning Commission approval)
- 7. Arkansas State Health approval for inside plumbing. (If applicable)

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.

I hereby certify that I have read and examined this document and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. I understand granting of a permit does not presume to give authority to violate or cancel the provisions or any other state or local law regulating construction or the performance of construction.

Date _____

(SIGNATURE OF OWNER, CONTRACTOR OR AUTHORIZED AGENT)

Note: Inspection of permitted work may reveal code violations not discovered during plan review.

REV: JULY 2018