



# Commercial Remodel

## Application & Checklist

**Office Use Only:**Approved:  Yes  No

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

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:  Contract Price: Use Classification:  Bldg. Sprinkler System:  # of Elevators:  Floodplain: Increase H2O size:  # Add'l H2O Meters:  Add'l Meter Size:  (Exclude irrigation meters)**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 with contractor/owner signature.
- 3. One set of stamped building drawings.
- 4. Drawing of shell footprint indicating location of suite. (If multiple occupancy building.)
- 5. A CD (or e-mail) of the construction plans in **PDF** format to Lori Leonard, (lleonard@bentonvillear.com)
- 6. 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