



Residential Multi-Family Dwelling/Condos

Office Use Only:
 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:

Contractor: _____
 Contact Name: _____ Contact # _____
 E-Mail Address: _____
 Mailing Address: _____
 City: _____ State: _____ Zip: _____
 AR License # _____ Exp. Date: _____

ARCHITECT/DESIGNER INFORMATION:

Architect: _____
 Contact Name: _____ Contact # _____
 *E-Mail Address: _____
 Mailing Address: _____
 City: _____ State: _____ Zip: _____
 *Review comments will be sent to e-mail address above.

PROPERTY INFORMATION:

LSD Project Name

Subdivision: _____ Phase: _____ Lot # _____ Block: _____ Fire District?
 Zoning: R-2 R-3 R-4 R-O C-3 DN-3 DN-4 PRD PUD (Check one box only)

BUILDING INFORMATION:

of Units: Heated SF Garage SF: TOTAL SF:
 # Bedrooms: # Bathrooms: # of Stories: Total Height to highest eave: Height of Bldg:

LIST OF SUB-CONTRACTORS:

Electrician: _____ Heat/Air: _____
 Insulation: _____ Plumber: _____
 Termite Co: _____ Other: _____

SUBMITTAL CHECKLIST:

- 1. Completed Application, signed by contractor.
- 2. One complete set of stamped building drawings. (Must include applicable codes, occupant load, area modifications used, travel distances)
- 3. A CD (or e-mail) of the construction plans in **PDF** format to Lori Leonard, (lleonard@bentonvillear.com)
- 4. A CD of the approved large scale development plan in DWG (AutoCad) format.
- 5. Signed "Letter of Agreement". (Sent to the owner after Planning Commission approval)
- 6. Arkansas State Health approval for inside plumbing.

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: DEC 2008