



City of Bentonville Building & Fire Safety

COMMERCIAL PERMITS

Submittal Checklist & Naming Convention

Updated 5/10/2021

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City of Bentonville Building & Fire Safety

New Commercial & Commercial Additions

Application Submittal Checklist & Naming Convention

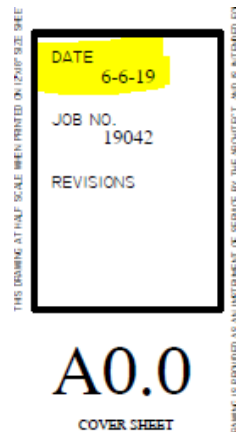
All items must be uploaded AT TIME OF SUBMITTAL. If not, the permit will be DENIED and will be returned. We process permits in the order they are received. If your permit is returned you will go to the bottom of the queue.

❖ New Commercial and Commercial Addition

Application Packet. Items must be submitted in **two separate PDF files**.

Naming Convention:

- **Construction Drawings.** Name the construction drawing file: “Submittal (Date stated in title block)”. **Example: Submittal 6-6-19.** Any subsequent re-submittals should be named using the same format, Submittal (Date stated in title block).
- **Misc. Documents.** Name file containing the AR Health approval, development letter and any other documents: “Misc. Docs (Current Date)”. **Example: Misc. Docs 7-23-19.**



Required Submittal Documents for New Commercial:

1. **Construction Drawings.**
 - Complete set of stamped drawings. Must include applicable codes, occupancy load, area modifications used, travel distances.
2. **Arkansas State Health approval** letter (for inside plumbing). Required prior to permit approval.
3. **Development Letter** (signed). Required prior to permit approval.



City of Bentonville Building & Fire Safety

Com Remodel/Alteration & Com Tenant In-fill

Application Submittal Checklist & Naming Convention

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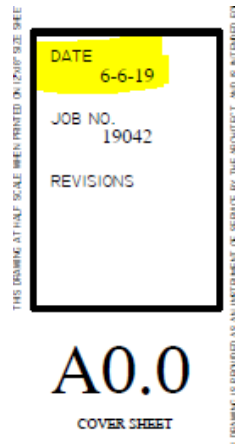
❖ Commercial Remodel/Alteration and Tenant In-Fill

Application Packet. Items must be submitted in **two separate PDF files**.

(Commercial Tenant In-fill permits are only applicable if the suite/area has never been previously occupied. If the space has been previously occupied apply for a Commercial Alteration Permit.)

Naming Convention:

- **Construction Drawings.** Name the construction drawing file: Submittal (Date stated in title block). **Example: Submittal 6-6-19.** Any subsequent re-submittals should be named using the same format, Submittal (Date stated in title block).
- **Misc. Documents.** Name file containing the AR Health approval, development letter and any other documents: "Misc. Docs (Current Date)". **Example: Misc. Docs 7-23-19.**



Required Submittal Documents:

1. **Construction Drawings.**
 - Complete set of stamped drawings (if applicable). Must include applicable codes, occupancy load, area modifications used, travel distances.
2. **Arkansas State Health approval** (if applicable). Required prior to permit approval.
3. **Shell Footprint.** Drawing of shell footprint indicating location of suite, if multiple occupancy building.

**A permit will not be issued until a Code Compliance Certificate approval is obtained (approx. approval time 2+ days after received). Please apply for your Code Compliance form on eTrakit. [eTRAKiT \(bentonvillear.com\)](http://bentonvillear.com)



City of Bentonville Building & Fire Safety
Multi-Family Buildings & Townhouses
(3 units OR MORE)

Application Submittal Checklist & Naming Convention

All items must be uploaded AT TIME OF SUBMITTAL. If not, the permit will be DENIED and will be returned. We process permits in the order they are received. If your permit is returned you will go to the bottom of the queue.

❖ **New Multi-Family and Townhouses**

Application Packet. Items must be submitted in **two separate PDF files**.

- **Construction Drawings.** Name the construction drawing file: Submittal (Date stated in title block). **Example: Submittal 6-6-19.** Any subsequent re-submittals should be named using the same format, Submittal (Date stated in title block).
- **Misc. Documents.** Name file containing the AR Health approval, development letter and any other documents: "Misc. Docs (Current Date)". **Example: Misc. Docs 7-23-19.**

THIS DRAWING AT HALF SCALE WHEN PRINTED ON 24" X 36" SHEET

DATE	6-6-19
JOB NO.	19042
REVISIONS	

A0.0
COVER SHEET

1. DRAWING IS FORWARDED AS AN INSTRUMENT OF SERVICE BY THE MUNICIPALITY AND IS RETURNED TO THE

Required Submittal Documents:

1. **Construction Drawings.**
 - Complete set of stamped drawings. Must include applicable codes, occupancy load, area modifications used, travel distances.
2. **Arkansas State Health approval** letter for inside plumbing. Required prior to permit approval.
3. **Development Letter (signed).** Required prior to permit approval.



City of Bentonville Building & Fire Safety

Fire Alarm Permits

Application Submittal Checklist & Naming Convention

All items must be uploaded AT TIME OF SUBMITTAL. If not, the permit will be DENIED and will be returned. We process permits in the order they are received.

❖ Fire Alarm Permits

Application Packet. Items must be submitted in **two separate PDF files**.

Naming Convention:

- **Drawings.** Name the file: "Alarm Drawings (Current Date)".
Example: Alarm Drawings 6-6-19. Any subsequent re-submittals should be named using the same format, Alarm Drawings (Current Date.).
- **Alarm Documents.** Name file containing the calculations, cut sheets, etc.: "Alarm Docs (Current Date)". **Example: Alarm Docs 6-6-19.** Any subsequent re-submittals should be named using the same format, Alarm Docs (Current Date.).

Required Submittal Documents:

4. **Drawings.** Files must be in landscape orientation. Drawings shall be limited to one story per page. All symbology shall comply the NFPA 170.

Drawings must include: **1.** Address of protected premises, **2.** Owner of the protected premises, **3.** Authority having jurisdiction, **4.** Applicable codes, standards, and other design criteria to which the system is required to comply, **5.** Type of building construction occupancy, **6.** Fire department response point(s) and annunciator location(s), **7.** Type of fire alarm to be provided, **8.** Calculations (e.g., secondary supply and voltage drop calculations), **9.** Type of fire alarm initiating devices, supervisory alarm initiating devices and evacuation notification appliances to be provided, **10.** Intended area(s) of coverage, **11.** Complete list of detection, evacuation signaling, and annunciator zones, **12.** Complete list of emergency control functions, **13.** Complete sequence of operations detailing all inputs and outputs.

5. **Calculations and Cut Sheets.**



City of Bentonville Building & Fire Safety

Fire Sprinkler Permits

Application Submittal Checklist & Naming Convention

All items must be uploaded AT TIME OF SUBMITTAL. If not, the permit will be DENIED and will be returned. We process permits in the order they are received.

❖ Fire Sprinkler Permits

Application Packet. Items must be submitted in **two separate PDF files**.

Naming Convention:

- **Drawings.** Name the file: "Sprinkler Overhead (or Underground) Drawings (Current Date)". **Example: Sprinkler Overhead (or Underground) Drawings 6-6-19.** Any subsequent re-submittals should be named using the same format, Sprinkler Overhead (or Underground) Drawings (Current Date.)
- **Sprinkler Documents.** Name file containing the calculations, cut sheets, etc.: "Sprinkler Overhead (or Underground) Docs (Current Date)". **Example: Sprinkler Overhead (or Underground) Docs 6-6-19.** Any subsequent re-submittals should be named using the same format, Sprinkler Overhead (or Underground) Docs (Current Date.)

Required Submittal Documents:

1. **Drawings.** Plans shall be submitted in accordance with the requirements of Chapter 23 of NFPA 13 2016 edition. Files must be in landscape orientation. Drawings shall be limited to one story per page. All symbology shall comply the NFPA 170.
2. **Sprinkler Documents.** A signed copy of the owner's certificate, hydraulic calculation sheets, manufacturer product sheets, and a summary sheet.



City of Bentonville Building & Fire Safety Kitchen Hood & Duct Suppression

Application Submittal Checklist & Naming Convention

All items must be uploaded AT TIME OF SUBMITTAL. If not, the permit will be DENIED and will be returned. We process permits in the order they are received.

❖ Fire Kitchen Hood & Duct Suppression

Application Packet. Items must be submitted in **two separate PDF files**.

Naming Convention:

- **Drawings.** Name the file: "Kitchen Hood Drawings" (Current Date)".
Example: Kitchen Hood Drawings 6-6-19. Any subsequent re-submittals should be named using the same format, Kitchen Hood Drawings (Current Date.)
- **Scope of Work.** Name file: "Scope of Work" (Current Date)". **Example: Scope of Work 6-6-19.** Any subsequent re-submittals should be named using the same format, Scope of Work (Current Date.)

Required Submittal Documents:

1. **Drawings.** Design drawings provided from Mechanical Designer or Installer, if drawings were not included with the building permit. Files must be in landscape orientation. Drawings shall be limited to one story per page. All symbology shall comply the NFPA 170.
2. **Scope of Work.**



City of Bentonville Building & Fire Safety Commercial Signs

Application Submittal Checklist & Naming Convention

All items must be uploaded AT TIME OF SUBMITTAL. If not, the permit will be DENIED and will be returned. We process permits in the order they are received. If your permit is returned you will go to the bottom of the queue.

❖ Commercial Sign Permit

Application Packet. Items must be submitted in one PDF file.

Naming Convention:

- Name the file: "Submittal (Current Date)". **Example: Submittal 6-6-19**. Any subsequent re-submittals should be named using the same format, Submittal (Current Date).

Required Submittal Documents for Signs:

1. **Scaled Drawings.**
 - A scaled drawing of the sign showing the design and dimensions of the sign height, area, design, content and dimensions of any measures used to support the sign or used to affix the sign to a wall, window or the ground.
2. **Scaled Site Plan.**
 - A scaled site plan showing the location of the sign on the property or building and showing street right-of-way and property lines. For wall signs, provide dimension of walls.
3. **Materials List.**
 - A list of materials used to construct the sign, including all supporting materials.
4. **Code Compliance Application.**
 - a. A sign permit will not be issued until a Code Compliance Certificate approval is obtained (approx. approval time 2+ days after received). Submit your Code Compliance on [eTrakit](#).
5. **Public Utility Location.**
 - a. Public utility locations must be shown and verified by a certified survey or as-built drawing. Provide a copy of the survey or as-built drawing. For freestanding signs only.
6. **Landscape Plan.**
 - For freestanding signs only.



City of Bentonville Building & Fire Safety

Temporary Signs

Application Submittal Checklist & Naming Convention

All items must be uploaded AT TIME OF SUBMITTAL. If not, the permit will be DENIED and will be returned. We process permits in the order they are received. If your permit is returned you will go to the bottom of the queue.

❖ Temporary Sign Permit (Banners)

Application Packet. Items must be submitted in one PDF file.

Naming Convention:

- Name the file: "Submittal (Current Date)". **Example: Submittal 6-6-19.** Any subsequent re-submittals should be named using the same format, Submittal (Current Date).

Required Submittal Documents for Signs:

1. **Scaled Drawings.**

- A scaled drawing of the sign showing the design and dimensions of the sign height, area, design, content and dimensions of any measures used to support the sign or used to affix the sign to a wall, window or the ground.

2. **Scaled Site Plan.**

- A scaled site plan showing the location of the sign on the property or building and showing street right-of-way and property lines. For wall signs, provide dimension of walls.



City of Bentonville Building & Fire Safety

Commercial Pools

Application Submittal Checklist & Naming Convention

All items must be uploaded AT TIME OF SUBMITTAL. If not, the permit will be DENIED and will be returned. We process permits in the order they are received. If your permit is returned you will go to the bottom of the queue.

❖ **Commercial Pool Permit**

Application Packet. Items must be submitted in **one PDF file**.

Naming Convention:

- Name the file: "Submittal (Current Date)". **Example: Submittal 6-6-19**. Any subsequent re-submittals should be named using the same format, Submittal (Current Date).

Required Submittal Documents for Pool:

1. **Scaled Site Plan.**

- A scaled site plan showing the location of the pool on the property. Must match location specified on approved large scale development or approved by the Planning Department.



City of Bentonville Building & Fire Safety

Structural Moving Permit

Application Submittal Checklist & Naming Convention

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❖ Commercial Moving Permit

Application Packet. Items must be submitted in one PDF file.

Naming Convention:

- Name the file: "Submittal (Current Date)". **Example: Submittal 6-6-19**. Any subsequent re-submittals should be named using the same format, Submittal (Current Date).

Required Submittal Documents for Moving Permit:

1. **Certificate of Insurance.**

- Certificate of Liability Insurance. \$100,000 for bodily injury to any one (1) person per occurrence. \$200,000 for bodily injury to more than one (1) person per occurrence. \$250,000 for damage to property per occurrence.

2. **Detailed Route**

- Detailed description of route through Bentonville. Provide primary and secondary route options.



City of Bentonville Building & Fire Safety

Commercial Demolition Permit

Application Submittal Checklist & Naming Convention

❖ Demolition Permit

Submittal documents are only required for a demo site that is **one acre or more. If under one acre, answering the application questions on eTrakit is sufficient.

Application Packet. All items must be submitted in **one PDF file in the order listed below**.

Naming Convention:

- Name the file: *Submittal (current date)*. **Example: Submittal 7-18-19**. Any subsequent re-submittals should be named using the same format, *Submittal (current date)*.

Required Submittal Documents:

- Stormwater Pollution Prevention Plan (SWPPP). Contact Engineering for more information, 271-3168.



City of Bentonville Building & Fire Safety

Solar Power System

Application Submittal Checklist & Naming Convention

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❖ Solar Power System

- Application Packet. All items must be submitted in **two PDF files in the order listed below**.
- On eTrakit, apply for a Commercial Alteration Permit, with a subtype of Solar Panels

Naming Convention:

- **The first file** should include submittal items 1-6. Name the file: *Submittal (current date)*. **Example: Submittal 7-18-19**. Any subsequent re-submittals should be named using the same format, *Submittal (current date)*.
- **The second file** should include the **completed** BEUD Agreement. Name the file: BEUD Agreement (current date). **Example: BEUD Agreement 7-18-19**. Any subsequent re-submittals should be named using the same format, *BEUD Agreement (current date)*.

Required Submittal Documents:

1. The location of the solar panel system shall be indicated on the plans, including site plan, roof plan, and elevation and mounting details for panel installation. (Roof or ground mounted solar systems).
2. Electrical plan (riser diagram) showing how the solar system is wired and connected to the building electrical system. Include wire size and type, grounding, over current protection rating and disconnects.
3. Plumbing plan for solar hot water system including pipe size and type, location of exchange tank, existing/backup water heater, and pump. Indicate if heat exchanger coil is in direct contact with potable water.
4. Include adequate fire department access, pathways, and ventilation opportunities.

Continued on next page...



City of Bentonville Building & Fire Safety

Solar Power Systems

Application Submittal Checklist & Naming Convention

5. Note on plan that PV equipment shall be installed in accordance with NFPA 70-690 and posted with applicable warnings, signage and plaques per NFPA 70-705-10, 690-17 and 690-64(b)(5).
6. Completed BEUD Net Metering Requirements Interconnection Agreement. [BEUD Net Metering Requirements and Agreement](#).

CODE REFERENCE:

For Commercial structures see Chapter 6 OF *Arkansas Fire Prevention Code, Vol. 1- Building and Services and Systems*, Section 605.11 Solar Photovoltaic Power Systems, and if applicable, 608 Stationary Storage Battery Systems of the "FIRE".

[2012 Arkansas Fire Prevention Code, Volume I - Fire - CHAPTER 6 \(iccsafe.org\)](#)