



City of Bentonville Building Services

COMMERCIAL PERMITS

Submittal Checklist & Naming Convention

Table of Contents

Click on link.....

Commercial Pools	7
Commercial Signs	5
Multi-Family & Townhouses	4
New Commercial & Commercial Additions	2
Remodel/Alterations & Tenant In-Fills	3
Structural Moving Permit	8
Temporary Signs	6



City of Bentonville Building Services

NEW COMMERCIAL & COMMERCIAL ADDITIONS

Application Submittal Checklist & Naming Convention

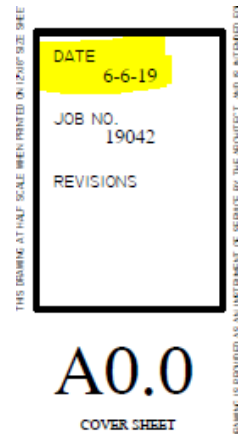
All items must be uploaded AT TIME OF SUBMITTAL. If not, the permit will be DENIED and will be returned. We process permits in the order they are received. If your permit is returned you will go to the bottom of the queue.

❖ 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).
3. **Development Letter** (signed).



City of Bentonville Building Services

REMODEL/ALTERATION AND 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**.

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.**

THIS DRAWING AT HALF SCALE WHEN PRINTED ON 24"X36" SIZE SHEET

DATE	6-6-19
JOB NO.	19042
REVISIONS	

A0.0
COVER SHEET

1. DRAWING IS SUBMITTED AS AN INSTRUMENT OF SERVICE BY THE SUBMITTER. MAY BE RETURNED FOR

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).
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). Forms are available online or in the office. Please submit your Code Compliance form to buildingpermits@bentonvillear.com.



City of Bentonville Building Services

MULTI-FAMILY BUILDINGS & TOWNHOUSES

(5 OR MORE)

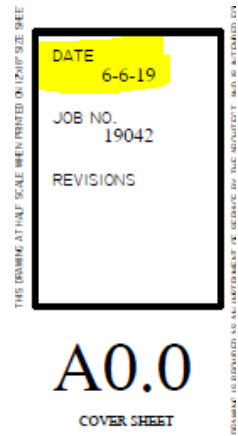
Application Submittal Checklist & Naming Convention

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❖ New Multi-Family and Townhouses

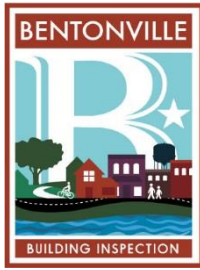
Application Packet. Items must be submitted in **two separate PDF files**.

- **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.**



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.
3. **Development Letter (signed).**



City of Bentonville Building Services

COMMERCIAL SIGNS

Application Submittal Checklist & Naming Convention

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❖ Commercial Sign Permit

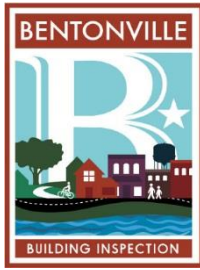
Application Packet. Items must be submitted in one PDF file.

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). Forms are available online or in the office. Submit your Code Compliance form to buildingpermits@bentonvilliar.com. The application can be found online at [Code Compliance Application](#).
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.



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TEMPORARY SIGNS

Application Submittal Checklist & Naming Convention

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❖ 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 Services

COMMERCIAL POOLS

Application Submittal Checklist & Naming Convention

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❖ 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.



City of Bentonville Building Services

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.