



City of Bentonville Building Services

RESIDENTIAL PERMITS

Submittal Checklist & Naming Convention

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City of Bentonville Building Services

New Residential Permit Type Descriptions

On *eTrakit* you will have five New Residential subtypes to choose from. Please review the definitions below to choose the correct subtype.

Please reference the next page (8) of this document for Single Family Detached, Attached and Duplex submittal requirements and naming conventions.

For Townhomes and Multi-family submittals reference the “[eTrakit Commercial Submittal and Naming Convention](#)” document on our website.

- **Single Family Detached-** A detached residence or detached house is a free-standing residential building. One structure on one lot.
- **Single Family Attached-** A structure that contains two dwelling units that share a common fire wall separating the units. The structure is designed or used for residence by not more than one family per dwelling unit.
- **Duplex-** A housing structure divided into two residential dwelling units. Each unit has a separate entrance and is metered for its own utilities. Both units are located on one lot.
- **Townhome-** A single family dwelling unit constructed in a group of three or more attached units in which each unit extends from foundation thru the roof and with a yard or public way on a least two sides. Each townhome unit is separated from other townhome units by a two hour fire wall.
- **Multi-Family 3 or More-** A housing structure divided into three or more apartment units that share common walls. Designed with no more than one family per dwelling unit. They are typically referred to as multi-family apartments.



City of Bentonville Building Services

New Single Family & Duplex 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. If your permit is returned you will go to the bottom of the queue.

❖ New Single Family & Duplex Permits

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 for New Single Family & Duplex Permits:

1. **Site Plan.** A site plan is a detailed drawing which depicts the proposed structure on a parcel of land.

➤ Site Plan Requirements:

- Must be drawn to Engineer scale.
- Must include the following:
 - Subdivision Name, Phase Number, Lot Number, Block Number.
 - ALL Building Setbacks distances of proposed structure.
 - ALL Easements, dimension stated and labeled.
 - ALL property lines and their dimensions stated and labeled.
 - Proposed and/or existing Sidewalk(s) and Driveway drawn and labeled.
 - Proposed retaining walls.
 - Utility connections. (Electric, water, sewer and gas)
 - Name(s) of adjacent streets.
 - North Arrow.
 - Scale at which the site plan is drawn. 1" = 20'

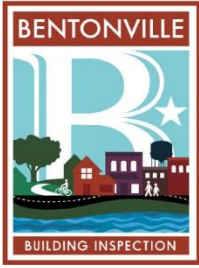
*Any site plan submitted not meeting all these requirements will be returned. Please reference our GIS map on our website at <http://geo.bentonvillear.com/>. This will give you access to most of the site plan requirements.

2. **Construction Drawings.**

➤ Required Documents:

- Floorplan, all floors.
- Elevations. (Indicating height of building and lowest eave on highest roof line dimensions.)

*Refer to "Commercial Submittal and Naming Convention" for Townhouses and Multi-Family.



City of Bentonville Building Services

Additions, Garage, Pool House, Living Quarters, Sunrooms

Application Submittal Checklist & Naming Convention

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❖ **Residential Additions, Garage, Pool House, Living Quarters, Sunrooms**

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)*.

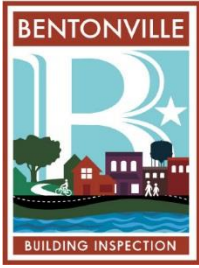
Required Submittal Documents for Additions, Garages, Pool House, Living Quarters, and Sunrooms:

1. **Site Plan.** A site plan is a detailed drawing which depicts the current and proposed structures on a parcel of land. A site plan is required for any permit request consisting of adding to the footprint of the current structure, adding a pool, accessory structure (garage, carport, shed, pergola, covered/uncovered deck, outside storm shelter, sunroom, etc.)

➤ **Site Plan Requirements:**

*A site plan submitted not meeting **all** these requirements will be returned.

- **Must be drawn to scale.** (1"= 10, 20, 30, etc.)
 - Must include the following:
 - Subdivision Name, Phase Number, Lot Number, Block Number.
 - All property lines and their dimensions.
 - Location, type (i.e. house, garage, shop, shed, carport, etc.) and dimensions of all **existing and proposed** structures.
 - Building setback distances of all **proposed** structures and/or additions to all property lines.
 - Show all easement(s) types and dimensions.
 - Names of adjacent street(s).
 - Existing and/or proposed driveways.
2. **Floor plan(s).**
 3. **Elevations.**



City of Bentonville Building Services

Carport, Patio Cover, Pergola, Storage Building, Deck, Pool, Fence, Exterior Storm Shelter

Application Submittal Checklist & Naming Convention

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❖ **Carport, Patio Cover, Pergola, Storage Building, Deck, Pool, Fence, Exterior Storm Shelter, etc.**

Application Packet. All items must be submitted in one PDF file.

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)*.

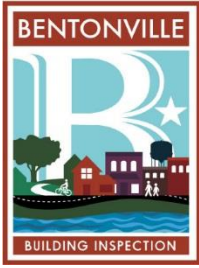
Required Submittal Documents:

1. **Site Plan.** A site plan is a detailed drawing which depicts the current and proposed structures on a parcel of land. A site plan is required for any permit request consisting of adding to the footprint of the current structure, adding a pool, accessory structure (garage, carport, shed, pergola, covered/uncovered deck, outside storm shelter, sunroom, etc.)

➤ Site Plan Requirements:

*A site plan submitted not meeting all these requirements will be returned.

- Must be drawn to scale. (1"= 10, 20, 30, etc.)
- Must include the following:
 - Subdivision Name, Phase Number, Lot Number, Block Number.
 - All property lines and their dimensions.
 - Location, type (i.e. house, garage, shop, shed, carport, etc.) and dimensions of all existing and proposed structures.
 - Building setback distances of all proposed structures and/or additions to all property lines.
 - Show all easement(s) types and dimensions.
 - Names of adjacent street(s).
 - Existing and/or proposed driveways.



City of Bentonville Building Services

Interior Storm Shelter

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.

❖ Interior Storm Shelter

Application Packet. All items must be submitted in **one PDF file.**

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 for Additions,

1. **Floor plan(s).** Indicate where the storm shelter will be located.



City of Bentonville Building Services

Structural Moving Permit

Application Submittal Checklist & Naming Convention

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❖ **Structural Moving Permit**

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:

Detailed Route. Detailed description of proposed route.

Map. Detailed drawing of proposed map.

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