



# City of Bentonville, Arkansas Code Compliance Form

## Questions?

Please fill out, print, scan and [email](#) this form and direct all questions to the Building Inspection Department at (479) 271-3125.

Please fill out this form completely. An incomplete form will not be accepted. Contact information will only be used for further follow up, if needed.

### **I. General Business Information**

Is this business physically located in the corporate limits of Bentonville?

No. Code Compliance form not required.

Yes. Select the business type:

Briefly describe the business:

Business Name:

Business Website:

Physical Address:

Business Phone:

Business Email Address:

Ownership Type:

Number of employees:

Estimated number of customers per day:

Allow city to post business name and location on Bentonville GIS Community Development Map?  Yes.  No.

### **II. Contact Information**

Primary Business Owner's Name:

Mailing Address:

Phone Number:

Email Address:

Emergency Contact Name:

Phone Number:

Manager's Name:

Phone Number:

Email Address:

Property Owner's Name:

Phone Number:

Email Address:

### **III. Site Specific Information**

If suite within a building - select business types on either side:

Business located in a:

To the left:

Size of building or suite (square feet):

To the right:

Number of stories above ground:

Number of stories below ground:

**IV. Fire System**

**Is this building/suite protected by a sprinkled fire system?**

- Yes. Verify fire line backflow device testing date with Sandy Alsup in the Water Department via [email](#) or phone (479) 271-3140, extension #3.
- No.
- I don't know. Contact the property/building owner and/or management. After verification, please answer yes or no.

**Does this building/suite have a fire alarm system?**

- Yes.
- No.
- I don't know. Contact the property/building owner and/or management. After verification, please answer yes or no.

**Will life safety systems be added?**

- Yes.
- No.

**Is this a mixed use development?**

- No.
- Yes. Does the development include a residential use on the top floor?
  - No.
  - Yes. Contact Fire Marshal Jake Feemster in the Fire Department via [email](#) or phone (479) 271-3108.

**V. Backflow Device**

**Is there a backflow device protecting this building/suite?**

- Yes. Has the backflow device been tested\* within the past twelve (12) months to ensure compliance with the city's Cross Connection and Control Program? \*All backflow devices are required to be tested within ten (10) days of intallation and on an annual basis thereafter.
  - Yes. Verify testing date with Sandy Alsup in the Water Department via [email](#) or phone (479) 271-3140, extension #3.
  - No. It is your responsibility to schedule the testing annually with a State Certified tester. Refer to the Certified Backflow Prevention Assembly Tester list. (provide link to list in a PDF)
- No. Contact Sandy Alsup in the Water Department via [email](#) or phone (479) 271-3140.
- I don't know. Contact Sandy Alsup in the Water Department via [email](#) or phone at (479) 271-3140, extension # 3.

**VI. Plumbing**

**Will there be plumbing modifications made to the building/suite?**

- No.
- Yes. Contact Sandy Alsup in the Water Department via [email](#) or phone (479) 271-3140.

**VII. Building Permit**

**Will there be structural modifications made to the building/suite?**

- No.
- Yes.

Briefly describe modifications:

**Have you started or completed a building permit application form?**

- No. Building permit applications can be found on the [city website](#). For building permit related questions, contact the Building Inspection Department at (479) 271-3125.
- Yes. A building permit will not be issued until this form is approved.

**VIII. Electric Service**

Will an upgrade to existing electric service (meter and/or transformer) be needed?

- No.
- Yes. Desired service type:

Current service size (AMPS)

Desired service size (AMPS)

Briefly describe desired upgrades:

For electric service related questions, please contact Tony Howard in the Electric Department at (479) 271-3139.

**IX. Food & Beverage**

**Will this business prepare and/or serve food?**  No.

Yes. Complete the Survey Form for Food Services Industries ([Wastewater Dept.](#))

Is there a commercial hood and/or fire suppression system in place?

- Yes.  No.  I don't know.

**Will this business have a commercial kitchen?**  No.

Yes. Select if the commercial kitchen will include a three compartment sink and/or a commercial dishwasher:

- Three compartment sink.
- Commercial dishwasher.

**Will this business serve alcohol for on-site consumption?**

- No.
- Yes. Do you have an approved permit from the Arkansas Department of Finance & Administration Alcoholic & Beverage Control?
  - No. Provide link to permit application.
  - Yes. Upload copy of approved permit.

For more information, visit the [Arkansas Department of Finance and Administration](#).

**Will this business sell prepackaged alcohol for off-site consumption?**

- No.
- Yes. Do you have an approved permit from the Arkansas Department of Finance & Administration Alcoholic & Beverage Control?
  - No. Provide link to permit application.
  - Yes. Upload copy of approved permit.

For more information, visit the [Arkansas Department of Finance and Administration](#).

**Is this business a private club?**

- No.
- Yes. Do you have an approved permit from the City of Bentonville?
  - No. Contact Wendy Phillips, Accounting, via [email](#) or phone (479) 271-3106.
  - Yes. Upload copy of approved permit.

**X. Use Specific**

**Will this business use mercury?** (applies only if the Healthcare & Social Assistance business type is selected in I. General Business Information.)

- No.
- Yes. Contact Roman Rios in the Wastewater Department via [email](#) or phone (479) 271-3161.

**Is this business an automotive or tire shop?** (applies only if Retail Trade Sector business type is selected in I. General Business Information.)

- No.
- Yes. Contact Roman Rios in the Wastewater Department via [email](#) or phone (479) 271-3161.

**Is this a manufacturing business?** (applies only if Manufacturing business type is selected in I. General Business Information.)

- No.
- Yes. If yes, please fill out the Industrial Pretreatment form through the Wastewater Department.

---

NAICS Code (Staff Use Only)