



Commercial New Commercial

Office Use Only:

Pre-Con Completed: Yes No
 Drawings Approved: Yes No
 Grease Trap Approval Yes N/A
 Plan Approval: _____ 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 INFORMATION:

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

PROJECT INFORMATION:

Project Name: _____ Location: _____ Tenant: _____

BUILDING INFORMATION:

Total Square Ft: IBC Construction Type: Type A or B: # of Stories:
 Floodplain: Use Classification: # of Elevators: Max # of Units:
 Water Meter Size: # of H2O Meters: Sprinkler System:

LIST OF SUB-CONTRACTORS:

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

SUBMITTAL CHECKLIST:

- 1. Code Compliance Certificate approval. (Approx. approval time 2+ days after received.) Form available on-line or at desk.
- 2. Completed Application with contractor/owner signature.
- 3. One set of stamped building drawings.
- 4. Drawing of shell footprint indicating location of suite. (If multiple occupancy building.)
- 5. A CD (or e-mail) of the construction plans in **PDF** format to Lori Leonard, (lleonard@bentonvillear.com)
- 6. Signed "Development Letter". (Send to owner after Planning Commission approval).
- 7. Arkansas State Health approval for inside plumbing. (If applicable)

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: JULY 2018