



Commercial Tenant In-Fill

(Only applicable if suite/area has never been previously occupied)

Office Use Only:

Approved: Yes No

Approved by: _____

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:

Please check if information has changed.

Contractor: _____ Contact Name: _____

Phone # _____ Mobile # _____ Fax # _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

E-Mail Address: _____

State Contractor's License # _____ Expiration Date: _____

PROPERTY INFORMATION:

Address: _____ Suite#: _____ Tenant: _____

BUILDING INFORMATION:

Total SF: Contract Price: Use Classification:

Increase H2O size: # Add'l H2O Meters: Add'l Meter Size:

LIST OF SUB-CONTRACTORS:

Electrician: _____ Heat/Air: _____

Insulation: _____ Plumber: _____

Termite Co: _____ Other: _____

SUBMITTAL CHECKLIST: (All items must be submitted before the application will be processed.)

- 1. Code Compliance Certificate approval. (Approx. approval time 2+ days after received.) Form available on-line or at desk.
- 2. Application.
- 3. One complete set of wet stamped floor plan drawings.
- 4. Shell footprint drawing indicating the location of the suite within the building.
- 5. A CD (or e-mail) of the construction plans in **PDF** format to Lori Leonard, (lleonard@bentonvillear.com)
- 6. 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 here by 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 of 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.