



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 Kevin 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 Kevin 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)