



COMMERCIAL BUILDING PERMIT APPLICATION

Submit 10 hard copies of construction drawings to Community Development.

Note: State law requires that:

- All commercial contractors working on any project that is not a single-family residence where the total contract value is \$50,000 or more, including materials and labor, must have a license. [AR Code 17-25-101]

Name of Development _____

Name/Address/Phone/email of Developer _____

Name/Address/Phone/email of Contractor _____

Location of Project _____ Current Zoning _____

Check each item below that will be in the Scope of Work

____ Footing ____ Electrical ____ Plumbing ____ HVAC ____ Framing _____

Fill in Values

_____ SqFt _____ Value of Job [including materials and labor]

Will any clearing, excavating, or regrading of the site be completed? ____ Y ____ N

Will the attic space be encapsulated with foam? ____ Y ____ N

Is the Building or Property/Lot within a Flood Plain? ____ Y ____ N If yes, have you completed an application for a Flood Plain Development Permit? ____ Y ____ N

The Benton Development Review Committee (DRC) meets each Tuesday at 9:30 Please submit this completed application to Chelsea Matthews, City Planner in order to have your item placed on the following Tuesday's DRC agenda. A representative MUST be present to answer any questions.



***** The City of Benton has adopted the 2021 Arkansas Fire Prevention Code, which is based on the 2021 International Building Code. Consult the 2021 Arkansas Fire Prevention Code for the specific codes and years. Other applicable codes include Arkansas Plumbing & Gas 2018 and Electrical Code 2020 *****

***** In accordance with the Arkansas Fire Prevention Code, construction documents submitted should be prepared by an architect or engineer registered in the State of Arkansas. The design professional shall affix his or her official seal to the drawings, specifications and accompany data for all of the following types of structures:

Group A (Assembly), Group E (Educational) or Group I (Institutional)
Buildings and structures 3 stories or more high
Buildings and structures 5,000 sq feet or more in area

The Arkansas Engineering and Architectural Acts classify building according to their intended purpose: Additionally, the Arkansas Architectural Act requires that non-residential buildings of over \$100,000 in value (not including site) be designed and stamped by a state-licensed architect. (A.C.A. 17-30-104); (A.C.A. 17-15-102).

Site plans must be designed and stamped by a professional engineer registered in the State of Arkansas.

Information Needed for Approval (additional items may be required depending on the nature of the project)

On Plans:

- Name of Development
- Current Zoning
- Name and Address of Owner of Record
- Name and address of architect, landscape architect, engineer, surveyor or others involved in preparation of the plan
- Date of preparation of the plan
- Legal description of the property with exact boundary lines and building setbacks
- North arrow and scale
- Elevations should be on state plain coordinates
- Identification of any land areas within the 100-year floodplain. Lot area in square feet
- Show scale (not less than 1" = 100') on minimum 22" x 34" paper



Plan Elements:

- Vicinity map locating streets, highways, section lines, railroads, schools, and parks within ½ mile
- Existing streams, drainage channels and other bodies of water
- Drainage easements for stormwater run-off and detention shown and labeled
- Drainage structures and locations should be shown
- Location and name of existing streets
- Show source of water supply
- Show location of wastewater connection to municipal system and sanitary sewer layout
- Show ingress and egress points
- Show existing and proposed utility easements
- Show parking requirements per ordinance plus all parking spaces (9 x 20')
- Fire protection requirements should be noted. Refer to the Arkansas Fire Code.
- Proposed location of buildings and other structures, parking areas, drives, loading areas, services areas, alleys, walks, screening and public streets
- Lot dimensions
- Location and dimensions of existing structures on the site
- Sufficient dimensions to indicate relationship between buildings, property lines, parking areas and other elements of the plan
- Pedestrian and vehicular access points, sidewalks, crosswalks, automatic gates, etc.
- Typical building elevations depicting the style, size and exterior construction materials of the buildings proposed. Where several building types are proposed on the plan, such as apartments and commercial buildings, a separate sketch shall be prepared for each type. The elevations shall be drawn at a minimum scale of 1/16" to 1' and must show adjoining context.
- Location and size of any signs
- Location and information about screening
- Floor plan of all buildings
- Elevations of all sides of buildings
- Typical wall sections
- Plumbing riser diagrams
- Foundation plan and/or details
- Electrical riser diagram and load calculations
- Earthquake notation of the seismic zone



Additional Information Required:

- Physical address of the project
- City of Benton Privilege License for Contractor
- Any variance approvals
- Arkansas Department of Health approval
- Stormwater Pollution Prevention Plan
- Stormwater Notice (see form on p. 22)
- Expected utility demands
- RPZ required
- Knox Box required
- Benton Electric Dept will determine electrical meter location.
- Square footage of the total project (including parking lots and storage) necessary to computer the stormwater fee