



COMMERCIAL REMODELING PERMIT

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/Business _____

Name/Address/Phone/email of Developer/Owner _____

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 ____

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 Department Heads meet each Tuesday at 9:30 a.m. in the City Hall Council Chambers. 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.



REQUIREMENTS FOR A COMMERCIAL REMODELING PERMIT:

1. Site Plan Drawings depicting the work areas and detailed description of improvements to be made. The site plans can be hand drawn, but may be required to be stamped by an Arkansas Architect or Engineer as applicable, depending on structures to be developed. All submittals should include the correct street address for the project. Plans will not be processed without a street address. Street address should be referenced on all correspondence and submittals, as internal records are filed and maintained by address only.

Other Information that may be required:

- Detail reflecting utility locations, parking and street access plan.
- Additional loading for water, electric, and sewer.
- Arkansas State Health Department Approval may be required (plumbing and/or food service division as appropriate).
- Completed permit application form and paid plan review fee.

2. The maximum time required to process plans for issuance of permit on remodels is seven (7) working days. A letter of requirements will be faxed or emailed to the applicant or other designated person upon completion of the plan review. Provide complete name, address, phone number, fax number, and email of all interested parties.

3. Applicant shall submit certificate or letter of approval from the Arkansas State Health Department, (501) 661-2642, for all new construction or addition(s) involving installation of plumbing facilities, food service establishments and/or health service facilities.

4. All permits for construction projects are obtained by the property owner, general contractor or their responsible agent(s) at:

City of Benton – Community Development
114 South East Street
Benton, AR 72015
(501) 776-5938

5. A review by the Planning and Zoning Commission may be necessary depending on the nature of work. Contact Quinn Rambo, City Planner at (501) 776-5938 with any questions. The following may be required:

- Rezoning
- Variances
- Additional parking spaces

6. Contact the Benton Fire Marshall at (501) 840-2339, if sprinkler systems are involved.

7. Prior approval is required before performing construction in the districts listed below.

Benton Historic District
Contact: John Parton
[501]776-5938
John.Parton@bentonar.org