



City of Benton, AR
The heart of Arkansas...

Residential Building Permit Application

The permit request below should be filled out, and a plot plan provided. The plot plan may be drawn by a surveyor or engineer licensed by the State of Arkansas or can be hand drawn (see attached examples). Community Development and Benton Utilities staff will review the plot plan within 5 business days to see if any problems are present and to check setbacks. Setbacks are measured from the nearest point of the structure wall, not the footers, slab, or overhang. To prevent delay in plot plan review, the lot number, physical address of the building site, and contractor name must be plainly visible. All structures will be built following the guidelines of the 2021 Mechanical Code, 2021 IRC/IBC, 2020 National Electrical Code, 2021 Arkansas Fire Prevention Code & 2018 Arkansas Plumbing Code. A Portable Potty and properly installed Stormwater BMPs will be required to be onsite prior to any construction activities.

If problems are found in the plot plan review, to expedite corrections, you should contact the individual department for information to solve the problems. In other words, if Benton Electric has problems and does not sign below, contact that department directly. After the plot plan is reviewed and approved, a permit can be purchased at the Community Development Department. The under-roof square footage of the building and the value of the residence minus land will be used to compute the amount of the permit fee.

Once a plot plan has been submitted and approved, the builder cannot relocate the residence on the lot without submitting a corrected/revised lot plan. Para. R106.4.2021 IRC. Every permit issued shall become invalid unless the work authorized by such a permit commences within 180 days after its issuance. The building official is authorized to grant, in writing, one or more extensions of time, for not more than 180 days each. The extension shall be requested in writing and justifiable cause demonstrated. (Para R105.5.2021 IRC).

Note: State law requires that:

Residential builders and remodelers working on projects exceeding \$2,000 are required to have a license. This includes building new single-family residences and performing major renovations or additions, unless the homeowner is completing the work themselves. [AR Code 17-25-513]

All plot plans MUST include ADA compliant sidewalks where required. If sidewalks are not required on your lot, please write "no sidewalks".

Date: _____
Name of Builder: _____
Address of Builder: _____
Phone Number(s) of Builder: _____
Email(s) of Builder: _____
Subdivisions & Lot Number of site (if applicable): _____
Address of Site: _____

Please identify applicable structure (please circle one): Pier & Barn Slab Block & Fill

Square Footage (total under roof): _____ Value: _____

Will any clearing, excavating, or regrading of the site be completed?	Yes	No
Will attic space be encapsulated with foam insulation?	Yes	No
Is the building or property/lot within a floodplain?	Yes	No
If yes, have you completed a Floodplain Development Permit Application?	Yes	No
Will a retaining wall be placed on the property?	Yes	No (If yes, please complete app)
Will a fence be replaced on the property?	Yes	No (If yes, please complete app)

Please show the following on Plot Plan:

Minimum setbacks approved on final plat: Front _____ Side _____ Side _____ Rear _____

_____ Setbacks on plot plan: Front _____ Side _____ Side _____ Rear _____

_____ Sidewalks Shown

_____ Existing & Proposed Utility/Drainage Easements

_____ Retaining Wall(s) Shown

_____ Fence(s) Shown

Updated 8/12/2025

Storm Water Pollution Prevention Plan (SWPPP)
For
Small Construction Sites (Up to 5 Acres)

** If the disturbed area is equal to or greater than 1 acre, then notification is required to ADEQ and confirmation of an ADEQ approved permit should be attached to this SWPPP and provided to the city.*

**(Please note this document is intended for guidance only and does not ensure permit compliance.)*

FOR THE
Arkansas Department of Environmental Quality (ADEQ)
Storm Water Program
NPDES GENERAL PERMIT NO. ARR150000

The following information is posted in compliance with Part I.B.8.b of the ADEQ General Permit Number ARR150000 for discharges of storm water runoff from sites with automatic coverage. Additional information regarding ADEQ storm water program may be found on the internet at:

www.adeq.ar.us/water/branch_npdes/stormwater

Permit Number	ARR150000
Contact Name:	
Phone Number:	
Project Description (Name, Locations, etc.):	
Start Date:	
End Date:	
Total Acres:	
Location of Storm Water Pollution Prevention Plan:	

For Construction Sites Authorized under Part I.B.6.a (Automatic Coverage) the following certification must be completed:

I, _____, certify under penalty of law that I have read and understand the eligibility requirements for claiming an authorization under Part I.B.2 of the ADEQ General Permit ARR150000. A storm water pollution prevention plan has been developed and implemented according to the requirements contained in part I.B.8.b of the permit. I am aware there are significant penalties for providing false information or for conducted unauthorized discharges, including the possibility of fine and imprisonment for knowing violations.

Signature and Title

Date

Storm Water Pollution Prevention Plan (SWPPP)
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PROJECT NAME¹ :

PROJECT SITE² :

ADDRESS OF SITE:

OWNER NAME AND ADDRESS:

OWNER TELEPHONE #:

SITE square feet AREA or Acreage disturbed:³

PROJECT DESCRIPTION⁴:

RUNOFF COEFFICIENT: 0.3-0.5

SEQUENCE OF ACTIVITIES⁵:

NAME OF RECEIVING STREAM: Please circle one:

McNeil Creek, Hurricane Creek, Depot Creek, Salt Creek, Saline River

EXISTING SOIL INFORMATION⁶:

ENDANGERED SPECIES⁷:

EROSION AND SEDIMENT CONTROLS⁸:

Storm Water Pollution Prevention Plan (SWPPP)
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TIMING OF CONTROLS/MEASURES⁹:

WASTE MATERIALS¹⁰:

SANITARY WASTE¹¹:

CONTROLS INSPECTION AND MAINTANCE PRACTICES:

Erosion controls will be inspected weekly or after any storm event of 0.5 inches or greater or within 24 hours to make sure the controls are in effect and do not require any maintenance. All erosion controls will be maintained in good working order. Any repair or replacement and/or cleanup will be done as soon as possible but no later than 5 days after the inspection.

NON-STORM WATER DISCHARGES: None

MATERIAL MANAGEMENT PRACTICES: An effort will be made to store only enough products (cement, sand, dirt) to do the job. The project superintendent will inspect daily to ensure all materials are on the site and not in the street.

COMPLETION OF JOB: After utility services to the house are installed, the lot will be graded and ready for landscaping. Erosion controls will be removed once the soil is stabilized and the street will be cleaned to make sure it is free of debris.

MEMBERS OF COMPANY¹²:

303 (d) LIST, TMDL, OTHERS: The storm water from the construction site discharges to _____ (receiving stream). This water body is not on the list of impaired water bodies (i.e., 303(d)list) for siltation/turbidity. Since this water body is not impaired, a TMDL is not applicable to this construction project.

I certify under penalty of law that this document and all the attachments were prepared under my direction or supervision in accordance with Storm Water Permit Number ARR1500000. I am aware that there are significant penalties for submission false information, including the possible of fine and imprisonment for knowing violations.

Signed (Operator): _____ Position: _____

Storm Water Pollution Prevention Plan (SWPPP)
For
Small Construction Sites (Up to 5 Acres)

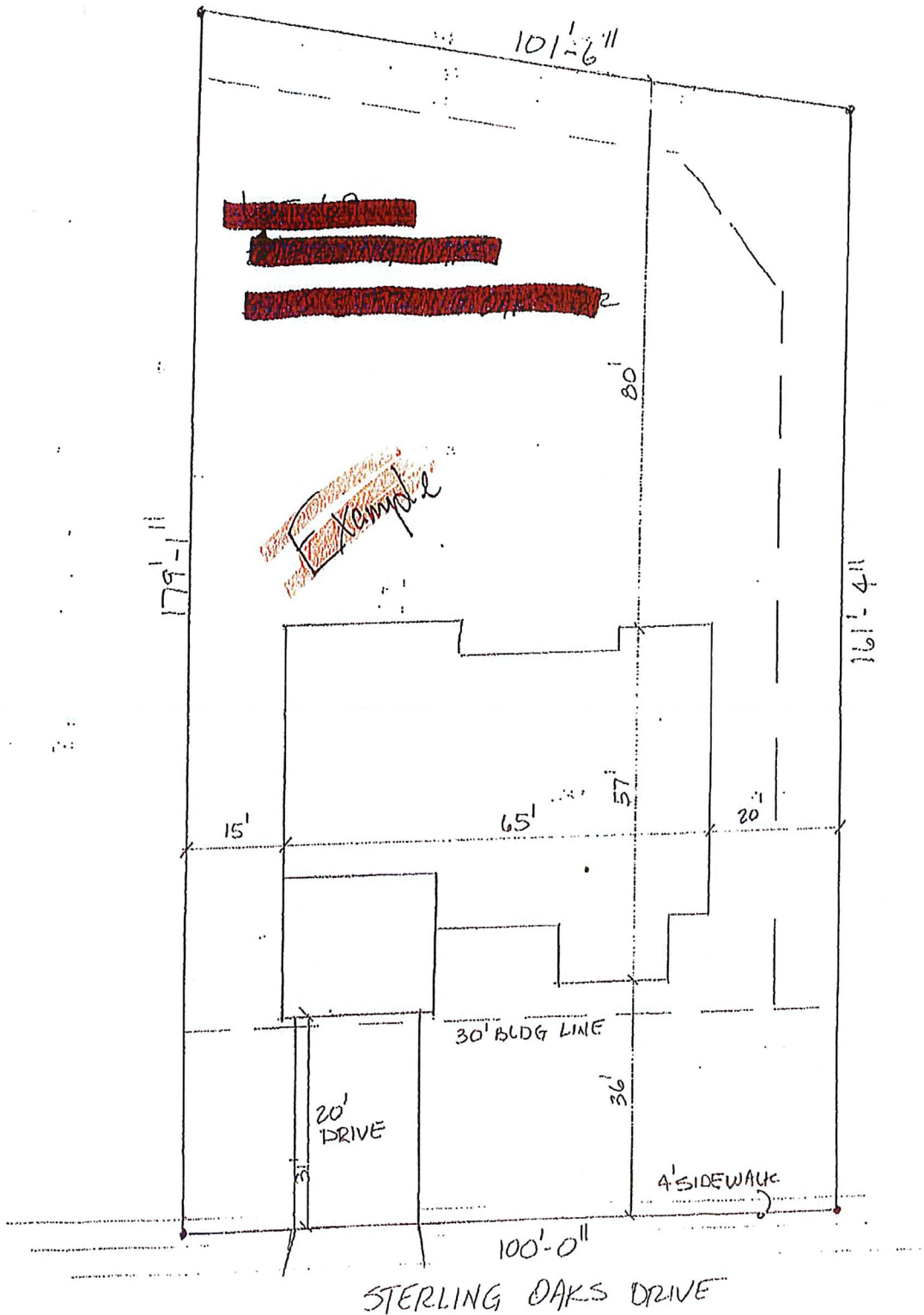
Signed (Member): _____ Position: _____

Notes

(Use the information below to help you complete the form)

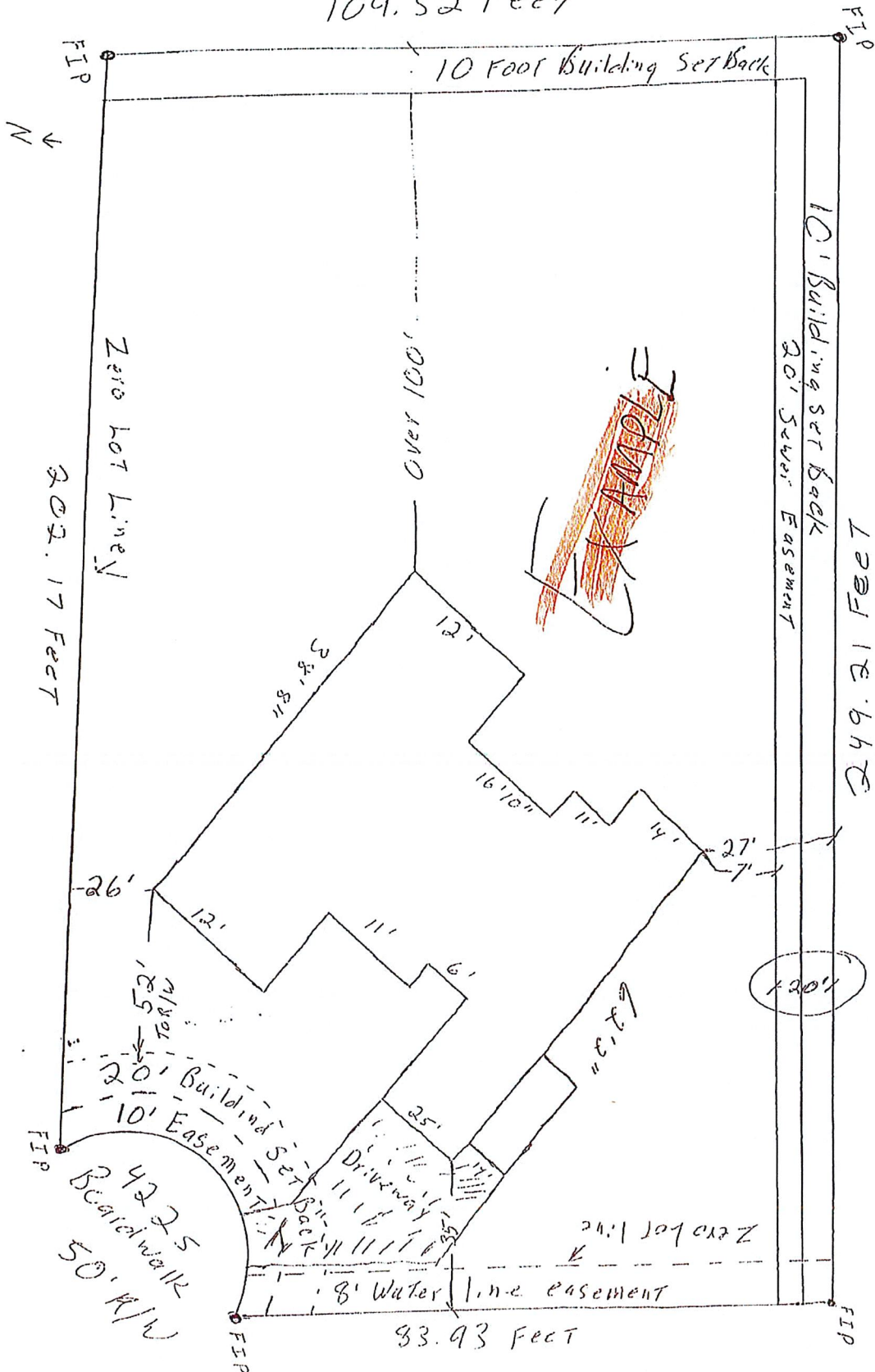
1. Usually single family residence, but could be storage building or duplex
2. Usually Lot # of _____ Subdivision
3. Square footage of the lot or x% of an acre
4. For example: A single-family house, X bedrooms, X bathrooms. Light excavation to remove trees and grade the lot for construction of the house. After 80% of the house is complete, the yard will be graded for driveway and landscaping. Silt fence will be removed.
5. For example: Survey, plot plan, building permit and stormwater permit purchased, clear the lot, portable toilet provided to the building site. Footing, foundation, filling, framing, bricking, gas and electricity lines, grading the lot, landscaping, final clean up.
6. For example: Sandy loam, heavy clay. See Soils map in Community Development for more information.
7. In most cases, no endangered species will be affected. You can say: "This construction project is located in a developed subdivision; therefore, no endangered or threatened species are affected by the project."
8. For example: Silt fences and hay bales will be installed as necessary to reduce or eliminate the runoff from the site.(See included map for the direction of the flow and the erosion control measures used).
9. For example: Silt fences and/or hay bales will be installed in areas where needed prior to clearing the lot. When the site is stabilized (grass is growing enough to keep the dirt on-site), silt fence and other erosion controls will be removed and disposed of appropriately.
10. For example: Trash will be collected in the trash container on the site. The container will be emptied by the trash company.
11. For example: Portable toilet from XXXXXX Company will be on the site after the clearing of the lot and remain until 90% of the job is complete. Service of the portable toilet will be done by XXXXX Company.
12. Name of the people on the job site (and their position) who are allowed to make any changes necessary to the erosion controls on the job site or changes to this SWPPP.

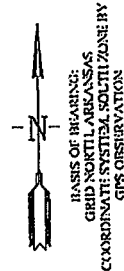
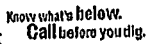
Incorrect (Hand Drawn)



Correct (Hand Drawn)

109.52 Feet





This Plot Plan depicts the lot as it appears on the subdivision plat. This drawing does not represent an actual survey.

