



Residential Building Permit Process

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 3 to 7 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 2010 Mechanical Code, 2012 IRC/IBC, 2014 National Electrical Code & 2012 Arkansas Fire Prevention Code. A Portable Potty and properly installed silt fencing 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 plot plan. Para. R107.4, 2012 IBC. Every permit issued shall become invalid unless the work authorized by such permit is commenced 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, 2012 IBC)

Note: State law requires that:

- All work on a single-family residence, including materials and labor, over \$2,000 be performed by a licensed contractor unless the homeowner is completing the work themselves. [AR Code 17-25-513]

All plot plans MUST include 5' sidewalks per ADA compliance. If sidewalks are not located on your lot, please write "no sidewalks".

Date: \_\_\_\_\_

Name of Builder: \_\_\_\_\_

Address of Builder: \_\_\_\_\_

Phone Number(s) of Builder: \_\_\_\_\_

Email of Builder: \_\_\_\_\_

Subdivision & Lot Number of Site (if applicable): \_\_\_\_\_

Address of Site: \_\_\_\_\_

Please identify applicable structure (please circle one): Pier & Beam 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 of 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 placed on the property? Yes \_\_\_ No \_\_\_ (if yes, please complete app)

Please show the following on Plot Plan:

- \_\_\_\_\_ Setbacks: Front \_\_\_\_\_ Side \_\_\_\_\_ Side \_\_\_\_\_ Rear \_\_\_\_\_
\_\_\_\_\_ Sidewalks shown
\_\_\_\_\_ Existing & proposed utility/drainage easements
\_\_\_\_\_ Retaining wall(s) shown
\_\_\_\_\_ Fence(s) shown

## **Storm Water Pollution Prevention Plan (SWPPP) For Small Construction Sites (<1 Acre)**

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

*This document must be **completed in its entirety**, or it will be denied and marked as incomplete.*

Any questions regarding filling out this document, please contact Erin Miller with Stormwater at 501-776-5991

PROJECT NAME<sup>1</sup>:

PROJECT SITE<sup>2</sup>:

ADDRESS OF SITE:

OWNER NAME AND ADDRESS:

OWNER TELEPHONE #:

SITE AREA<sup>3</sup>:

PROJECT DESCRIPTION<sup>4</sup>:

RUNOFF COEFFICIENT: 0.3-0.5

SEQUENCE OF ACTIVITIES<sup>5</sup>:

NAME OF RECEIVING STREAM: (Please circle one:)

McNeil Creek, Hurricane Creek (above Dam), Hurricane Creek (below Dam), Depot Creek, Salt Creek, Saline River

EXISTING SOIL INFORMATION<sup>6</sup>:

ENDANGERED SPECIES<sup>7</sup>:

EROSION AND SEDIMENT CONTROLS<sup>8</sup>:

TIMING OF CONTROLS/MEASURES<sup>9</sup>:

WASTE MATERIALS<sup>10</sup>:

SANITARY WASTE<sup>11</sup>:

CONTROLS INSPECTION AND MAINTENANCE PRACTICES:

Erosion controls will be inspected weekly or just prior and immediately after any storm event of 0.5 inches or greater 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 any inspection.

NON-STORM WATER DISCHARGES: None

MATERIAL MANAGEMENT PRACTICES:

An effort will be made to store only enough products ( cement, sand, fill dirt, etc.) to do the job. The project superintendent will inspect daily to ensure all materials are on site and not within sidewalks, the curb and gutter or 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 and possible storm water inlets or lines will be cleaned to make sure they are free of debris.

MEMBERS OF COMPANY<sup>12</sup>: (List all Principles)

\_\_\_\_\_  
\_\_\_\_\_

303(d) LIST, TMDL, OTHERS:

The storm water from the construction site discharges to \_\_\_\_\_ creek , stream or river (receiving stream). Typically you could report that “This water body is not on the list of impaired water bodies (i.e. 303(d) list) for siltation/turbidity. Since the water body is not impaired, a TMDL is not applicable to this construction project.” However Please Note: The Saline River is identified on the 303(d) list as of June 2020. Contact Streets and Drainage for the appropriate response on this application.

CERTIFICATIONS:

I certify under penalty of law that this document and all 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 of false information, including the possibility of a fine and/or imprisonment for knowing violations.

Signed (Operator): \_\_\_\_\_ Position: \_\_\_\_\_

Signed (Operator): \_\_\_\_\_ Position: \_\_\_\_\_

Signed (Operator): \_\_\_\_\_ Position: \_\_\_\_\_

Referenced Note legend and explanations:

(Use the information below to help complete the form)

1. Usually single family residence, but could be storage building or duplex
2. Usually Lot # of \_\_\_\_\_ Subdivision
3. Square footage of lot or percent of an acre disturbed
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 once vegetation is established.
5. For example: Survey, plot plan, building permit and storm water permit purchased, clear the lot, place portable toilet. Footing, foundation, filling, framing, bricking, gas and electric lines, grading lot, landscaping, final clean up.
6. For example: Sandy loam, heavy clay, etc. 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 to be 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 soil on-site), silt fence and other erosion controls will be removed and disposed of properly.
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 xxxxx company will be on the site after clearing the lot and remain until 90% of the job is complete. Service of the portable toilet will be done by xxxxx company.

12. Name 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.



## Fence Application

**A plot plan with setback information and fences clearly marked must be submitted along with this application. [see attachment 1 for requirements]**

Address of Property: \_\_\_\_\_

Owner Name \_\_\_\_\_ Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Is this a Residential or Commercial property?

Yes No

Will the property owner be completing this work?

Yes No

If residential and part of a subdivision, does your plan meet Bill of Assurance or POA Requirements?

Yes No

Contractor Information: [if not being done by property owner]

Company Name: \_\_\_\_\_

Name of Contact: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Please mark all that applies:

- a) New Fence  Repair of an existing fence  Modification of existing fence   
Included with building permit
- b) How many fences are involved/proposed?
- c) What type of fence is to be installed/repaired?
- d) Will any fence section be over 6 feet in height?
- e) Will the fence enclose a pool or spa?

Will any fence section be installed in or near any of the following? [mark all that apply]

- a. Utility Easement
- b. Drainage Easement
- c. Access Easement
- d. Front of lot and primary residence/structure
- e. Clear view zone

Owner: I certify under penalty of perjury that the foregoing statements and answers herein made all data, information, and evidence submitted are all respects, to the best of my knowledge and belief, true and correct. I understand that a submittal of incorrect or false information is grounds for invalidation of application completeness, determination, or approval. I understand that the City might not approve what I am applying for or might set conditions on approval.

Name: \_\_\_\_\_ Date: \_\_\_\_\_



## Attachment 1

### Fence Regulations:

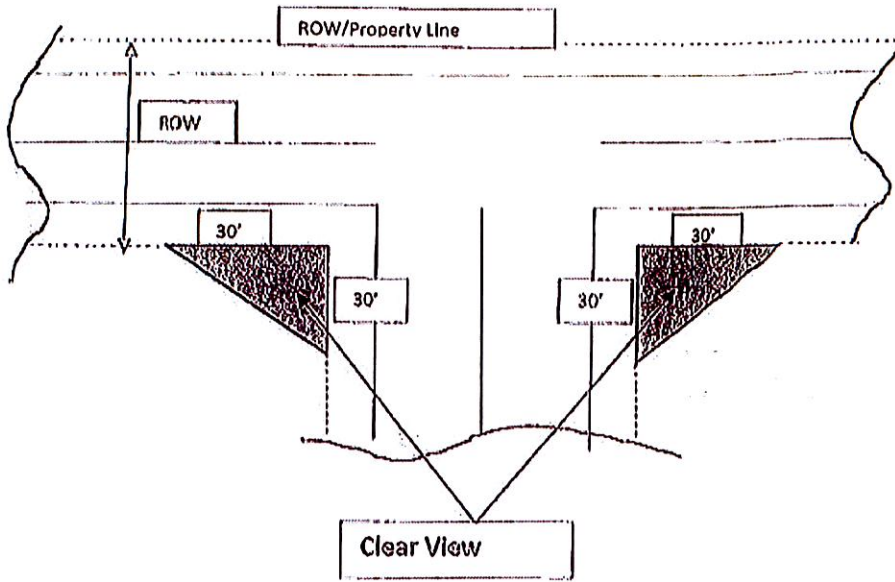
1. The attached application should be completed and submitted with the building permit, when applicable.
2. Fences must be located on private property and have consent of the owner.
3. Fencing in front yards cannot exceed 3 feet in height.
4. Fences must be located at least 5 feet from any street or public right of way.
5. No fence may be located within the Clear View Zone of a street intersection. [see example 1]
6. Fences are not to be located within utility easements, however, if they exist or are approved to be placed within an easement, then a gate may be required on each end equal to the width of the easement. Any damage to the fence or gates caused by work on utilities within the easement will be the responsibility of the property owner. [see example 2]
7. Fences may not be located within a platted drainage easement. [see example 2]
8. Fences that abut on back or side lot lines cannot impede natural drainage between lots or across the back of lot lines. No grading or placement of fill, fences, or barriers of any kind can be placed or installed to prohibit drainage or redirect drainage from occurring within 5 feet of any property line. Fencing must allow 3-4 inches clearance to the ground where critical area drainage occurs along property lines.
9. Fences cannot exceed 6 feet in height unless approved by exception.
10. Finished surfaces of fences must face outward from the property where they front public right of way.
11. Fences used to enclose pools and spas must be a minimum of 4 feet in height and no more than 2 inches clearance from the ground to the bottom of the fence.
12. Replacement or repair of fences requires a permit and drawings to show extent of work and locations on property. No fee will be required.

### Plot plan or site plan and detail requirements:

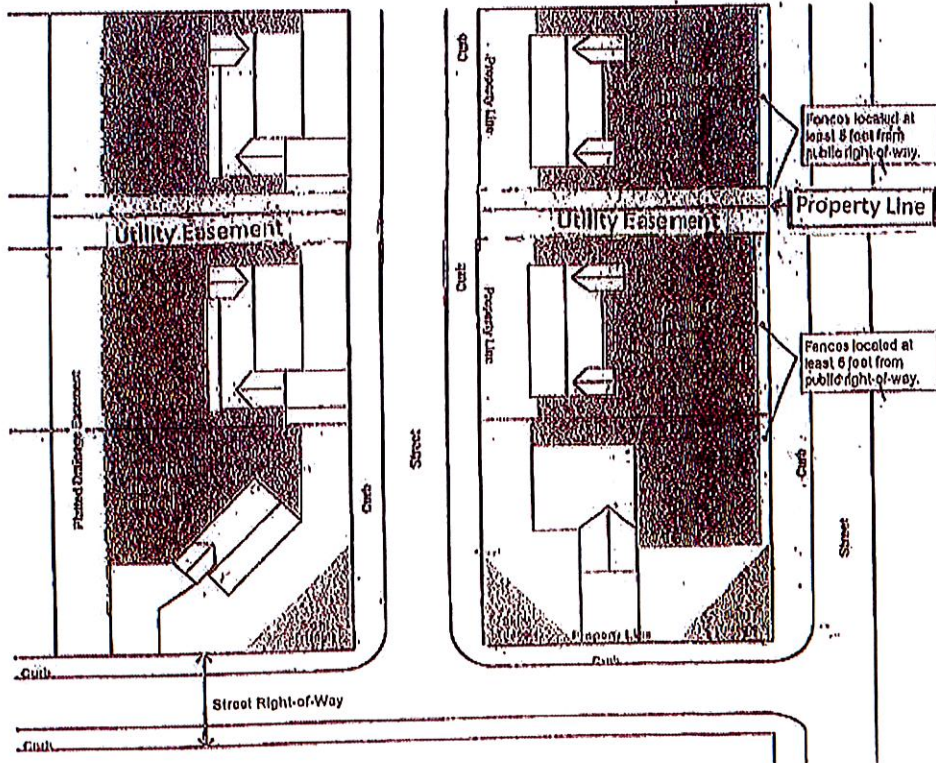
1. Location of all existing structures.
2. Location of all property lines and setbacks.
3. Location of all utilities and utility easements.
4. Location of all drainage ways and drainage easements.
5. Location of any existing fences currently on the property or is present on adjacent property.
6. Portions of existing fencing to be replaced.
7. Location of new fencing.
8. Location of all gates.
9. Provide all dimensions between fence and structures and distance from property lines and easements or right of way.



**EXAMPLE 1: Clear View Zone**



**EXAMPLE 2: Fence Placement**





## Retaining Wall Application

**A plot plan with setback information and walls clearly marked must be submitted along with this application. [see attachment 1 for requirements]**

Address of Property: \_\_\_\_\_

Owner Name \_\_\_\_\_ Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Is this a Residential or Commercial property?

Yes No

Will the property owner be completing this work?

Yes No

If residential and part of a subdivision, does your plan meet Bill of Assurance or POA Requirements?

Yes No

Contractor Information: [if not being done by property owner]

Company Name: \_\_\_\_\_

Name of Contact: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Please mark all that applies:

- a) New Wall  Repair of an existing wall  Modification of existing wall   
Included with building permit

b) How many retaining walls are involved/proposed?

c) Will any wall section be over 4 feet in height?

If yes and more than one wall is involved, then number each section on the plot plans that will exceed 4 feet.

Will any retaining walls] be installed in or near any of the following? [mark all that apply]

- a. Utility Easement
- b. Drainage Easement
- c. Access Easement
- d. Front of lot and primary residence/structure
- e. Clear view zone

Owner: I certify under penalty of perjury that the foregoing statements and answers herein made all data, information, and evidence submitted are all respects, to the best of my knowledge and belief, true and correct. I understand that a submittal of incorrect or false information is grounds for invalidation of application completeness, determination, or approval. I understand that the City might not approve what I am applying for or might set conditions on approval.

Name: \_\_\_\_\_ Date: \_\_\_\_\_



## Attachment 1

### Retaining Wall Regulations:

1. The attached application must be completed and submitted for all new, repaired, or modified residential retaining walls or steep slopes exceeding 3:1. All retaining walls or steep slopes over 4 feet in height must be designed and certified by an Engineer.
2. Retaining walls must be located on private property.
3. No retaining wall over 30 inches in height can be located within the clear view zone of street intersections. [see example 1]
4. Retaining walls cannot restrict access to utilities, impede the normal flow of storm water, cross an open channel, or be located over an access easement. Retaining walls are to be built no closer than 5 feet from any side or back property line. Retaining walls are not to be placed within utility easements. Exceptions can only be approved by the Street Department or Benton utilities if near a street right of way or utility easement.
5. If walls are terraced or tiered, the distance between walls should be the same as the height of the tallest of the retaining walls. [see example 2]
6. When construction of the wall is complete, the applicant must contact Community Development to obtain a final inspection and receive a certificate of compliance.
7. Replacement or repair of a retaining wall requires a permit and drawing to show extent of work and locations on property. No fee will be required.

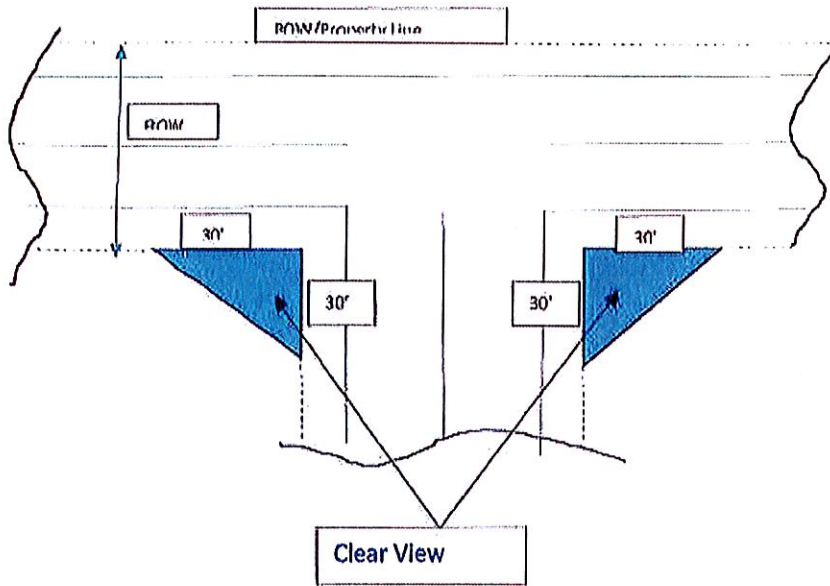
### Engineer Certificate Required:

1. Any retaining wall over 4 feet in height.
2. Setback rule: Any retaining wall over 4 feet in height where 1.5 times the height of the wall is either greater than or equal to the building setback of an adjacent lot or if such distance encroaches on any structure. [Height of wall] X [1.5] greater than or equal to Adjacent setback or a structure. [see example 3]
3. Any retaining wall over 4 feet in height located adjacent to a utility easement or public right of way.

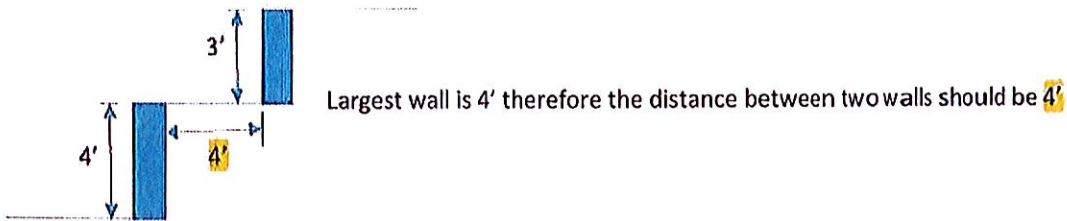
### Plot plan or site plan must be submitted with the application and include the following:

1. Location of all existing structures property lines, and setbacks.
2. Location of all utilities and utility easements.
3. Location of all drainage ways and drainage easements.
4. Existing contours or spot elevations.
5. Location of any existing retaining walls currently on the property or is present on adjacent property.
6. Construction details and cross sections of new wall sections and its footing or that of a steep slope section and clearly identify the elevation change above and below and where the walls is/are to begin and end on the property.
7. Provide all dimensions between walls and structures and distance from property lines and easements or right of way.
8. If applicable, provide Engineer's seal and signature.

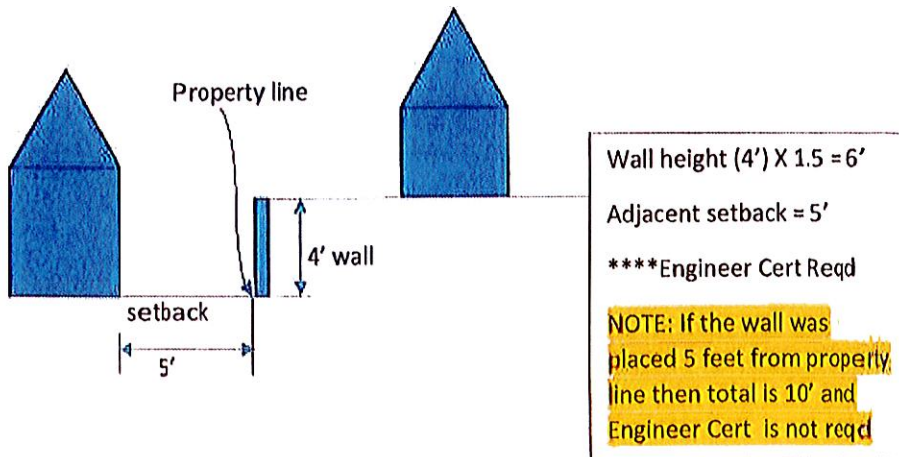
EXAMPLE 1: Clear View Zone



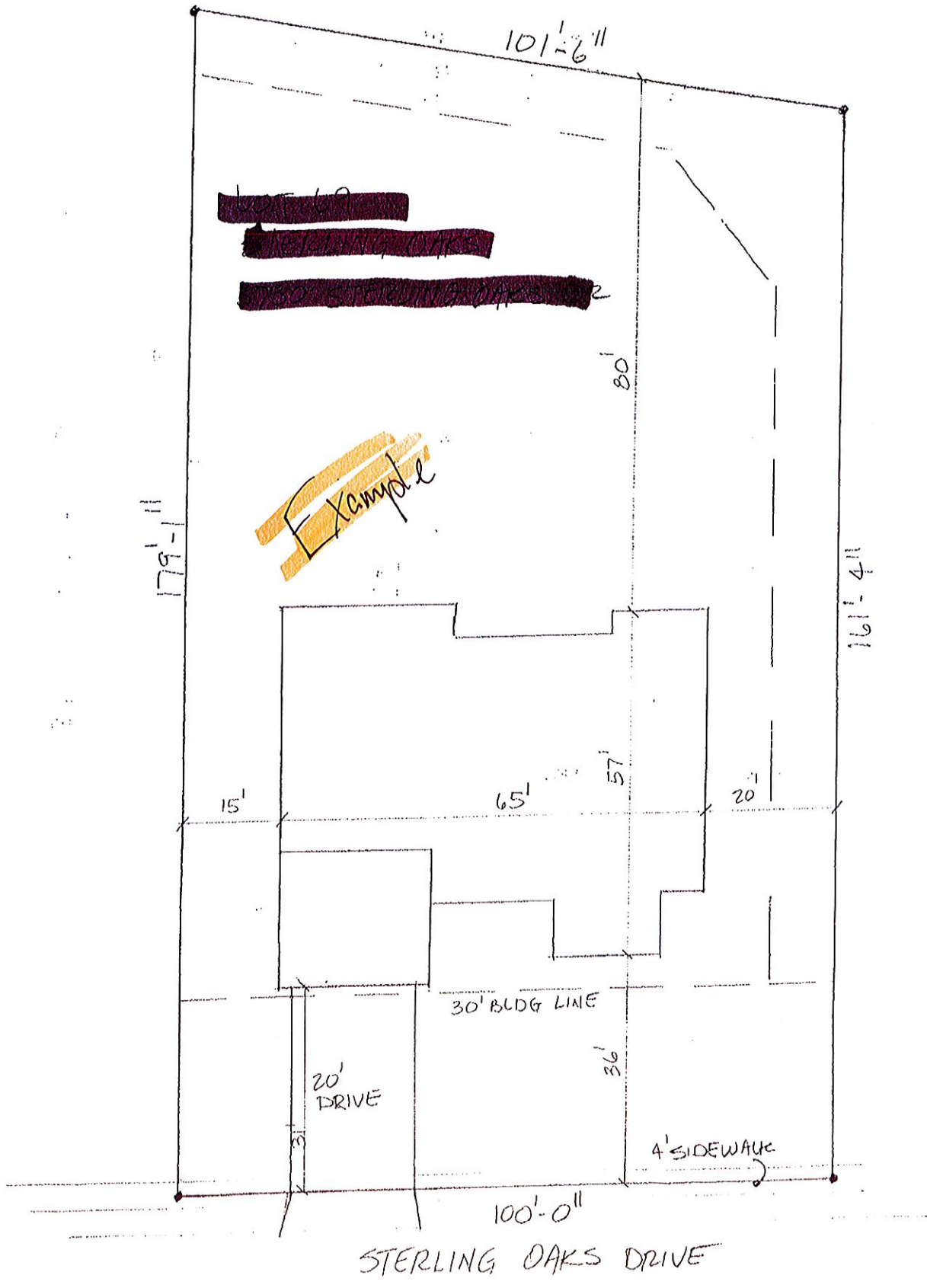
EXAMPLE 2: Terraced or tiered retaining walls



EXAMPLE 3: Engineer Certificate Required re: Setback rule



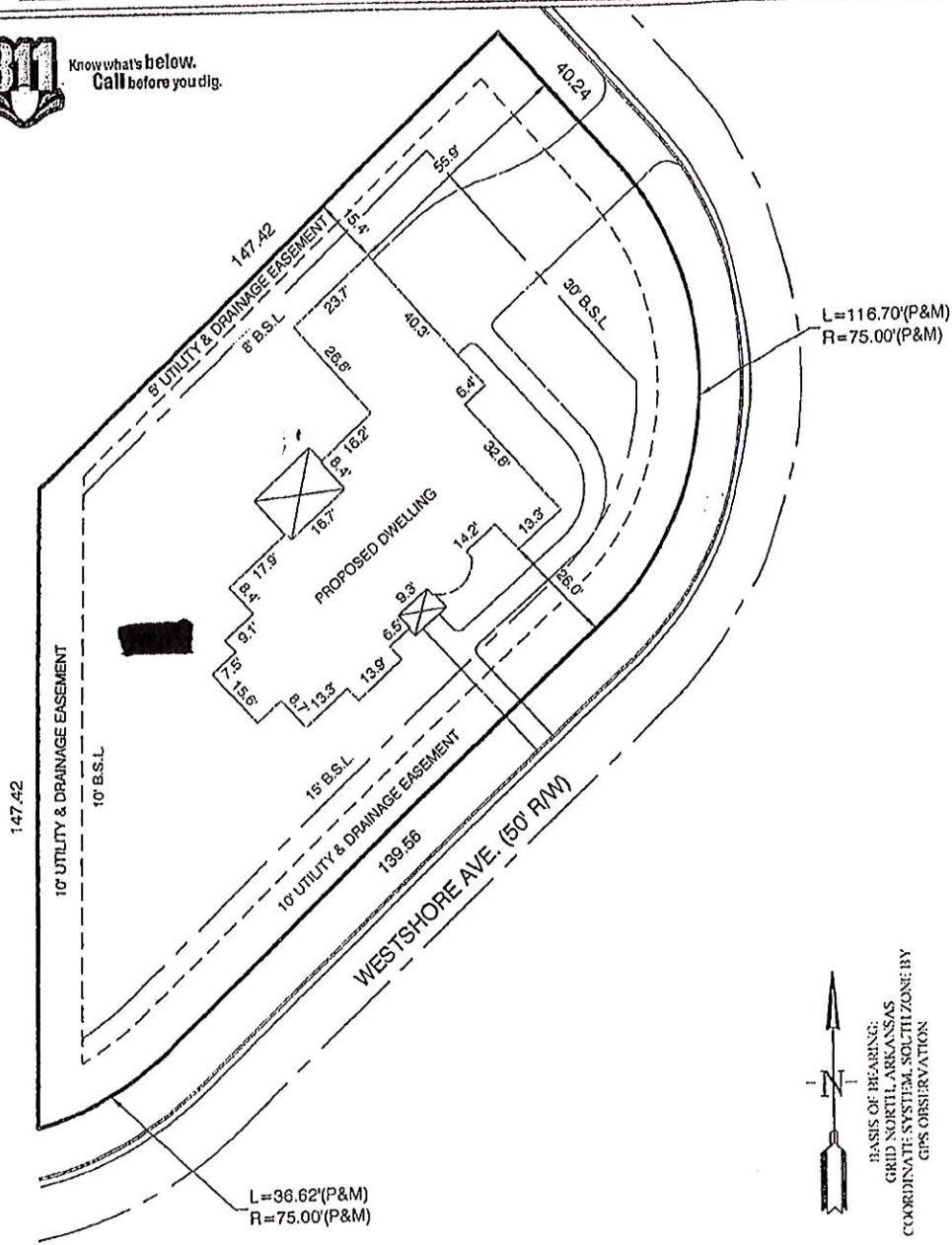
# Incorrect (Hand Drawn)

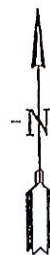






Know what's below.  
Call before you dig.



  
 BASIS OF BEARING:  
 GRID NORTH, ARKANSAS  
 COORDINATE SYSTEM, SOUTH ZONE, BY  
 GPS OBSERVATION

PROPERTY DESCRIPTION: [REDACTED] AT HURRICANE LAKE ESTATES, A SUBDIVISION IN THE CITY OF BENTON, SALINE COUNTY, ARKANSAS

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

<h1>PLOT PLAN</h1>		30' 15' 0 30'	
No portion of the property described hereon lies within the 100 year flood plane, according to the Flood Insurance Rate Map, panel # 05125C0355D, dated: JUNE 19, 2012.		<b>LEGEND</b> △ - Computed point ● - Found monument ○ - Set #5 RB/Plas. Cap (M) - Measured (P) - Platted	
For the Exclusive Use and Benefit of: [REDACTED]		Drawn By [REDACTED]	
Address [REDACTED] Date [REDACTED]		Checked By [REDACTED]	
500	01S	14W	0 8 300 62 1762