

COMMERCIAL BUILDING PERMIT APPLICATION

City of Springdale Buildings Department
201 Spring Street
Springdale, AR 72764
Phone: 479.750.8154 Fax: 479.756.7701



Date of Application: _____

SITE ADDRESS: _____

New Addition Tenant-Finish out Repair Alteration

Property Owner Information

Property Owner Name: _____
Address: _____
Phone #: _____ Email: _____

Contractors Information

Contractors Name: _____
Mailing Address: _____
Physical Address _____
Office # _____ Cell # _____
Email Address: _____
Contact Person: _____ Contact Phone: _____

Structure Information

Heated SQ Feet: _____ Garage: _____ Total SQ Feet: _____ Other: _____
Approximate Construction Cost: _____

Subcontractor's List

Plumber _____
Electrician _____
Heating & Air-conditioning _____

Job description _____

Applicant Signature _____ Date _____

FOR OFFICE USE ONLY

Type of Construction: _____ Type of Occupancy: _____

INSPECTOR APPROVAL: _____ APPROVAL DATE _____ Sprinkled / Un Sprinkled

SETBACKS: _____ MAP # _____ Utility Co. _____

COMMERCIAL PERMIT CHECKLIST

Required permit submittal information:

Documents describing the nature of work shall be submitted to the buildings department for review prior to the issuing of permits for construction or change in use for all buildings, additions or remodels. Documents shall be prepared by a registered design professional for the following unless submission is waived by the chief building official.

- Assembly occupancies, (design occupancy load greater than 50 persons)
- Educational occupancies (grades 1-12)
- Institutional occupancies, (including day cares greater than 5 clients)
- Buildings greater than 2 stories or 5000 sq. ft.

Three (3) plan sets shall be submitted for permit approval (one copy will be provided to the Fire Marshal for fire department review)

The building department will accept plans for initial review in pdf format. If a life safety plan is not provided with travel distances identified a scalable paper floor plan will also need to be provided. Once all comments have been addressed, paper copies shall be submitted for permit.

Cover sheet shall contain all relevant items as listed in section 107 of the Arkansas Fire Prevention code Vol II Building. Please note the Arkansas code amends this section of the ICC Building Code.

Complete attached "Application for Building Permit." This form is available on the website www.springdalear.gov. Incomplete spaces should be marked N/A or TBD as applicable.

Very Important - Provide email address and telephone numbers so we may correspond with you.

General Contractor must present current copy of their State Contractors License and their Business License. (from any municipality in Arkansas)

State Plumbing Approval (if applicable) Prior to issuing plumbing permit.

HVAC Load calculations (Manual N, ASHRAE/ACCA standard 183) Prior to issuing mechanical permit.

If the building is designed to meet the Arkansas Energy Code by the Total Building Performance Method provide COMCHECK

Drawings and or calculations for the design of electrical systems for the loads anticipated in accordance with section 220 of the NEC. Prior to issuing of electrical permit.

Structural steel plans wet stamped by an Arkansas licensed engineer shall be submitted and approved prior to the erection of structural steel.

The information presented above is the basic requirements for new commercial construction and is not to be relied upon for the complete requirements for commercial construction. It is to your advantage to use a design professional and/or a licensed contractor to assist you with those areas of construction you are unfamiliar. Unfamiliarity with the building codes may cause unplanned delays and unforeseen cost to comply with the building codes.