Commercial Permit Checklist.

Required Permit Submittal Information:

Check as completed to help you aid in your timeline.

☐3 **Three complete sets of building plans**, signed and sealed by a registered design professional, shall be submitted showing all structural, architectural, site plot plans, electrical, energy, plumbing, mechanical, fire detection, and fire suppression systems used in the construction. **The cover page of all three sets of these plans shall indicate the applicable building code design criteria as adopted by the municipality**. For example: IBC2006 AMC 2010, 2008 NEC, etc. as well as design criteria such as wind speed, energy, snow loads, etc. Work of a "minor" nature may be exempt from this requirement. Verify with the Buildings Department or visit website.

☐State Plumbing Approval

☐Manual N Load Calculations / Energy Calculations

☐General Contractor must present current copy of the items listed below before permit can be issued.

- ☐State Contractors License
- ☐Business License (from any town in Arkansas)

☐Complete attached "application for Building Permit" This form is available on the website www.springdalear.gov. Any Spaces on the forms that are not applicable to your project should be marked **N/A**.

☐To insure the most rapid approval of your permit please do not submit the permit until you have provided all the required minimum submittal information. If you are unsure of your submittal please call or visit our website.

VERY IMPORTANT - Provide FAX, E-mail, OR telephone numbers with your application so we may correspond with you if questions. We will attempt to FAX or e-mail rather than call you so you are prepared to answer any questions regarding your application. We are also required to keep copies of all correspondences as it relates to the building permit.

Disclaimer

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 or a professional contractor to assist you with those areas of construction with which you are unfamiliar. Unfamiliarity with the building codes may cause unplanned delays unforeseen cost to comply with building code regulations. **Please Plan Ahead!**