



CITY OF CONWAY, ARKANSAS HOW TO ACQUIRE A COMMERCIAL BUILDING PERMIT

General Information:

- Applications may be obtained at the Permits and Inspections Office located at 1201 Oak Street, Conway Arkansas.
- Applications may be submitted any time the office is open.
- Permits requiring plan review cannot be issued until they are released by the planning department.
- Permits not requiring plan review that meet all the necessary requirements can normally be issued within 1 to 2 work days.
- Separate permits must be obtained for electrical work, plumbing, mechanical work and gas piping.
- When the permit is issued, the cardboard copy must be placed in a mailbox on the building site.
- Address must be posted at job site with name of contractor and phone number.
- Impact Fee will be determined when the permit is issued; payable upon completion.

The following items are required on the job-site at the time of the first inspection. If these items are not present, you will be turned down on the inspection.

1. Sign with builder name, telephone #, and the job-site address.
2. Porta-potty is required.
3. Building permits in mailbox.
4. Trash container for blow-able debris.
5. Erosion control (properly installed) if lot slopes toward street or adjacent property.

All construction must comply with the following codes

1. Conway Land Development Code.
2. 2003 International Building Code.
3. 2002 Arkansas State Fire Code.
4. 2002 Edition of the National Electrical Code and local amendments.
5. The Arkansas Plumbing and Natural Gas Code and local amendments.
6. The 2003 Arkansas Mechanical Code.

7. Storm Water Pollution Prevention Plan certification.

PROCEDURE

1. The application form must be filled out and submitted.
2. All applications must include site plan drawn to scale. This site plan will include (at minimum) the following items:
 - The lot dimensions.
 - The location and dimensions of all existing buildings.
 - The dimensions of the building being permitted.
 - Setbacks from all lot lines.
 - Distance of the new building from all existing buildings.
 - Existing easements and their dimensions.
 - Parking layouts and dimensions.
 - Notation of surfacing for parking lots.
 - Off-street loading layouts and dimensions.
 - Location of any signs and notation of their size.
 - Indications of any required screening for parking lots with height and materials to be used shown.
 - A north Arrow.
 - The scale at which the site plan is drawn.
 - Any other conditions which may adversely affect the issuance of a permit.
 - Signature of the City Engineer stating approval of plans for drainage. (The plan should show existing ground elevations and proposed finished grade, as well as the existing and proposed storm drainage pipes and ditches.) If drainage tile is required, the City Engineer must approve it.
 - Signature of the Fire Marshal stating approval of plans for fire codes.
 - Signature of the Sanitation Director stating approval for the dumpster location.
 - Signature of Conway Corporation's Utilities Engineer stating approval of utility connections.
 - Access Management shall be met on Dave Ward Drive. Overlay District requirements shall be met on Dave Ward, Hogan Lane and Prince Street.
 - An interior green space requirement of 80 square feet is required on parking lots of 26 spaces or more.
 - If an applicant applies for a permit on a lot that includes 2 or more acres and has 2 or more buildings on that lot, a plan review is required.

THE FOLLOWING ITEMS ON SCALE DRAWINGS ARE ALSO REQUIRED:

- A floor Plan
- Elevations of all sides.
- Plumbing riser diagrams.

- Typical wall sections.
- Foundation plan and/or details.
- Framing or super structure plan.
- Electrical riser diagram and load calculations.
- Earthquake notation of the seismic zone.

1. If the permit is being sought for a lot on which the Planning Department has no record, the applicant must provide a deed that is 10 years old verifying its present configuration.
2. If the building has plumbing, a letter of approval from the state Health Department is required prior to issuance of a permit.
3. If a building will cost more than \$20,000 to construct and is not a one, two, three, or four family dwelling, a state contractor's license number must be given.
4. If a building is classified by the International Building Code as Group E-Education Group, I-Institutional or Group A-Assembly, or if it is three stories or more in height, or if it costs \$ 100, 000 or more to construct, it shall be designed and all drawings stamped by an architect or engineer registered in the State of Arkansas.
5. All buildings located in the Fire District must meet the applicable requirements in the International Building Code.
6. Payment for permits must be made at the time the application is submitted. Preferred payment is by check. No work shall be performed until the permits have been issued.

COSTS

- Building Permits costs \$.03 per square foot for all area under roof regardless of whether it is heated and cooled.
- The building permit cost for remodeling is \$1.00 per \$1,000 of project costs with a minimum of \$20.00.
- Impact Fees are due prior to final inspection.

<u>PERMIT TYPE</u>	<u>MIN. COST (depending on square footage)</u>
Commercial Building	\$48.00
Addition to Commercial Building	\$40.00
Storage or Outbuilding	\$15.00
Remodeling	\$20.00

NOTE

Prior to any footing inspection, all lot lines must be staked and marked by flagged string that is affixed in such a way as to not be readily moved about.

ADDITIONAL NOTES:

- Be sure you are ready for your inspections.

- A Certificate of Occupancy must be issued before any dwelling is occupied.

If you have further questions, please contact:
City of Conway Building Permits at 501-450-6107
Ben Wiedower- Chief Building Inspector
Ronnie White-Building Inspector
Paul Young-Building Inspector
Julie LeVick-Administrative Assistant
Barbara McElroy-Administrative Assistant