

CITY OF CONWAY, ARKANSAS

Department of Planning & Development
1201 Oak Street Conway, Arkansas 72032
J. Lynn Hicks, CBO - Building Official / Assistant Director of
Permits, Inspections & Code Enforcement
Phone 501-450-6107 Fax 501-513-3504



MEMO

TO: Permits and Inspection Staff
FROM: Lynn Hicks
DATE: 9-9-09
SUBJECT: Demolition Permits

Section 101.2 and Section R 101.2 of the 2007 Arkansas Fire Prevention Code - Volumes II & III, as adopted by the City of Conway, include the demolition and removal of buildings and structures within the scope of the adopted building codes.

As such, be advised that effective October 1, 2009, a building permit for demolition and removal of buildings and structures will be required.

The following process is established to insure the safe demolition of structures and the acceptable condition of the site after removal of the building.

- **Building Permit Application for Demolition Work is required to be submitted to the City of Conway Division of Permits, Inspections and Codes Enforcement**
- **Confirmation of Approval of Utility Disconnection is required from the following agencies prior to issuance of the demolition permit.**
 - **Conway Corporation (Electrical, CATV, Water and Sewer)**
Leslie Guffey
Engineering Service Development Technician
501-450-6053 Office
501-328-3070 Fax
Leslie.guffey@conwaycorp.com
 - **Centerpoint Energy (Gas)**
Jeff Turley
501-377-4791
jeffery.turley@centerpointenergy.com
- **Confirmation from Building Inspector of approval of plans for pedestrian protection is required, if pedestrian protection is necessary to protect the public.**
- **Verification of Contractor's License is required on demolition projects other than 1, 2, 3 & 4 family dwellings and on projects less than \$20,000.00.**

- **Issuance of Demolition Permit is to occur after verification of all of the above steps and after payment of a permit fee as follows:**
 - **Demolition permit fees shall be charged as a remodeling fee at \$1.00 per \$1,000 of demolition cost with a minimum permit fee of \$30.00**
- **A Final Inspection of site is required to be conducted after demolition to confirm:**
 - **Removal of all structure and debris**
 - **Proper fill and grading for adequate drainage of the site**
 - **Proper seeding and/or sod to prevent erosion**
 - **Repair of sidewalks if necessary**

If you have any questions, corrections or suggestions for improvement of the process, please advise.

Cc: Mr. Bryan Patrick – Director of Planning and Development
Mrs. Leslie Guffey – Conway Corp
Mr. Jeff Turley – Centerpoint Energy