

# Miscellaneous Improvements

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## Permit Application Package



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Please fill out this Permit Application completely, supplying the necessary information and documentation to support your request. Your application will not be processed until the application is completed and the required legible documentation is provided.

*This checklist is provided as a guide for information that should be included on plan sets. Plans examiners may require additional information to complete plan review. Refer to the Arkansas Fire Prevention Code, Volume II and Volume III, for specific requirements.*

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## **Adopted Codes**

All buildings shall be designed to comply with currently adopted technical codes which include:

- The Current Edition of the Arkansas Fire Prevention Code (AFPC) as amended including: Vol. I, International Fire Code (IFC); Vol. II, International Building Code (IBC); and Vol. III, International Residential Code (IRC).
- 2011 National Electric Code
- 2006 Arkansas Plumbing Code
- 2006 Arkansas Fuel Gas Code
- 2010 Arkansas Mechanical Code
- 2004 Arkansas Energy Code

# Miscellaneous Improvements



## Permit Application

PRIMARY CONTACT:  Owner  Contractor

PROPERTY INFORMATION						
Property Address:					Parcel #:	
Lot:	Block:		Subdivision:			
Zoning: <i>(Check one box only)</i>	A-1: <input type="checkbox"/>	R-E: <input type="checkbox"/>	R-1: <input type="checkbox"/>	R-2: <input type="checkbox"/>	R-3: <input type="checkbox"/>	R-MF: <input type="checkbox"/>
	C-1: <input type="checkbox"/>	C-2: <input type="checkbox"/>	C-3: <input type="checkbox"/>	C-4: <input type="checkbox"/>	I-1: <input type="checkbox"/>	I-2: <input type="checkbox"/>
In Floodplain? Yes: <input type="checkbox"/> No: <input type="checkbox"/>			Base Flood Elevation:			
<i>Properties and buildings containing floodplain are subject to regulation under the Flood Damage Prevention Code.</i>						
PROPERTY OWNER INFORMATION						
Name:						
Mailing Address:			City:	State:	Zip:	
Phone:	Phone:	Email:				
<b>Authorization of Representation:</b>						
I, the undersigned, do hereby authorize the below contractor to represent me with respect to any issues or proceedings associated with the foregoing permit application that are filed with the City of Bella Vista.						
_____				_____		
Property Owner				Date		
CONTRACTOR INFORMATION						
Contractor/Company Name:			State Contractor's License #:			
Primary Contact Name:			License Expires:			
Mailing Address:			City:	State:	Zip:	
Primary Phone:	Phone:	Email:				
PERMIT TYPE						
Type of Work:	<input type="checkbox"/> Residential (under 4 living units)		<input type="checkbox"/> Commercial (over 4 living units)			
	<input type="checkbox"/> New	<input type="checkbox"/> Addition	<input type="checkbox"/> Remodel	<input type="checkbox"/> Repair		
<input type="checkbox"/>	Fence Permit	Material: _____	Height: _____			\$25.00
<input type="checkbox"/>	Right of Way Use	Driveway (Not permitted under a permit.)			\$10.00/\$25.00	
<input type="checkbox"/>	Storm Shelter	Circle Type: Basement, In-ground/Garage, Yard (Residential Only)				\$25.00
<input type="checkbox"/>	Pool/Spa	Circle Type: Above ground, In-ground (Includes required barrier. Excludes permit for deck.)				\$25.00
<input type="checkbox"/>	Demolition Permit for over 120 sq. ft.					\$50.00
<input type="checkbox"/>	Retaining walls 30" & Above (Over 4' requires an Engineer.)					\$50.00
<input type="checkbox"/>	Sea Wall					\$50.00
<input type="checkbox"/>	Moving / Relocation Permit					\$100.00
FOR OFFICE / REVIEW USE ONLY						
Application Date:		File #		Total Fees:		
Reviewer:		# Inspections Required:		Date Paid:		
Approval Date:		Act 474 Surcharge:		Paid By: <input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> Credit		
Permit #		Permit Fees:		Receipt #		

## PLAN SUBMITTAL REQUIREMENTS

Fences	<ul style="list-style-type: none"> <li>Plot plan with location, drawn to scale, including dimensions.</li> </ul>
Right of Way Use / Driveway	<ul style="list-style-type: none"> <li>Plot plan with location, drawn to scale, including dimensions.</li> <li>Size of proposed culvert.</li> <li>Cross-section of culvert construction.</li> <li>Additional improvements.</li> <li>Driveway surface material.</li> </ul>
Storm Shelter	<ul style="list-style-type: none"> <li>Plot plan with location, drawn to scale, including dimensions.</li> <li>Elevation drawings detailing the installation, dimensions and materials.</li> <li>Evidence the shelter meets the requirements for FEMA-360 and ICC-500 and has been Missile Impact tested.</li> </ul>
Pools/Spa	<ul style="list-style-type: none"> <li>Plot plan with location, drawn to scale, including dimensions.</li> <li>Elevation drawings of construction detailing the materials and their location with dimensions.</li> <li>A barrier is required. Indicate, in detail, the type, materials and dimensions to be used as a barrier.</li> </ul>
Demolition	<ul style="list-style-type: none"> <li>Plot plan indicating the extent of demolition, showing what items are to be demolished or retained.</li> </ul>
Retaining walls	<ul style="list-style-type: none"> <li>Plot plan with location of the wall, drawn to scale, including dimensions.</li> <li>Cross section drawing including footing design, dimensions, height, materials, and elevations above and below the wall.</li> </ul>
Sea Wall	<ul style="list-style-type: none"> <li>Plot plan with location of the wall, drawn to scale, including dimensions.</li> <li>Cross section drawing including footing design, dimensions, height, materials, and elevations above and below the wall.</li> </ul>
Moving / Relocation	<ul style="list-style-type: none"> <li>Plot plan showing the new location for the structure, drawn to scale.</li> <li>Schedule of moving (time, date, and route to be followed) submitted to Police and Fire Departments.</li> <li>If routing includes state/federal highways, provide AHID permit prior to permit issuance.</li> <li>Advance notice to utility providers.</li> </ul>

## APPLICATION CHECKLIST

<input type="checkbox"/>	1. Application form and fee.
<input type="checkbox"/>	2. Additional documents as required under plan submittal requirements.
<input type="checkbox"/>	3. Contractor must provide a copy of current license as required from the State of Arkansas.
<input type="checkbox"/>	4. Subcontractors must provide copies of current licensing, as required, and have system permits authorized.

## ACKNOWLEDGEMENTS

- A permit becomes null and void if work or construction authorized is not commenced within 6 months, or if construction or work is suspended or abandoned for a period of 6 months at any time after work is started. Exterior improvements must be completed within 6 months.
- Inspection of permitted work may reveal code violations not discovered during plan review.
- A clean set of construction plans, *bearing the City's approval*, must be kept at the job site at all times.
- Any alterations or deviations from approved plans must undergo further review by the Building Official.
- In the event that construction or work has commenced prior to obtaining the proper permit(s), the Building Official will issue a stop work order until such time that proper permit(s) have been obtained.
- A permit board, no larger than 5 sq. ft. and displaying all trade license numbers required by State law involved with the project, must be accessible to inspectors and visible from road frontage. See Sign Ordinance for further regulations.
- All sites must have a portable toilet and trash receptacle installed at time of first inspection.
- The City of Bella Vista shall not be responsible for the workmanship, safety, quality, or conformity to contractual specifications of any permitted construction. This is a matter between the owner and general contractor.

I, the undersigned, do hereby certify that I have read and examined this document and know the same to be true and correct. I certify that the above, together with the attached sites plans and building drawings, constitutes a true description of the proposed building and accessory construction and the location on the site of all items of construction will be in accordance with these documents. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. I understand inspections by City Inspectors will be made only to determine compliance with construction codes and not to assist the owner or contractor in properly locating the structure. I acknowledge my responsibility to insure, by boundary line survey if necessary, that the location of the structure will conform to setback requirements of the Bella Vista Zoning or Subdivision Ordinances. I understand that granting of a permit does not presume to give authority to violate or cancel the provisions of any state or local law regulating construction or the performance of construction.

**General Contractor / Owner Signature:**

**Date:**