



RUSSELLVILLE FIRE DEPARTMENT
POLICY MANUAL

Policy Number:
Section:
Original Date:
Revised Date:

PURPOSE

The purpose of this policy is to ensure that all licensed trade contractors are working under a valid license.

POLICY

It shall be the responsibility of Division inspectors and permit clerks to ensure that trade work is being performed in accordance with local and state regulations.

All contractors, including but not limited to, General Contractors, Electricians, Plumbers and HVAC shall perform work in accordance with the regulations set forth by the Arkansas Department of Labor and Licensing, Arkansas Department of Health and Arkansas Contractors Licensing Board.

Upon request for permit online, electronic or in-person, a valid license to perform said work shall be verified and collected for electronic storage.

Upon scheduled or unscheduled site inspections, inspectors shall verify valid licenses, proper identification and/or signage in accordance with currently adopted State of Arkansas Mechanical, Electrical and Plumbing regulations.

Approved

Fire Chief