



## COMMERCIAL BUILDING PERMIT CHECKLIST

This checklist should be used when seeking a **COMMERCIAL BUILDING PERMIT** for all commercial, industrial, and multi-family projects. Additional applications or permits, not contained in this checklist, may be required.

The Building Official in most cases will not issue a Building Permit until the project is “released” by Engineering, Planning, Flood, City Corporation, Fire and Building.

A pre-construction meeting is **encouraged**.

In order to EXPEDITE the issuance of the Building Permit, the **Clearing and Grading Permit** should be applied for and issued PRIOR to Building Permit APPLICATION.

All commercial buildings shall be designed to comply with the 2021 Edition of the Arkansas Fire Prevention Code (AFPC) Vol. 1, International Fire Code (IFC) and Vol. 2, International Building Code (IBC) as amended, including the following codes adopted by the State of Arkansas:

- 2020 National Electric Code
- 2018 Arkansas Plumbing Code
- 2018 Arkansas Fuel Gas Code
- 2021 International Mechanical Code
- 2014 Arkansas Energy Code
- 2012 International Existing Building Code
- 2012 International Property Maintenance Code
- 2009 ICC A117.1 Accessible and Usable Buildings and Facilities

### Site and Civil Construction Plan

The following identifies the requirements for the Site and Civil Plan. The Site and Civil Plan should be reviewed prior to Architectural Plans:

Sealed by the Design Professional as required by the State of Arkansas (if applicable).

- Actual address of the project (suite number and floor number if applicable)
- Show the size and shape of the lot
- Identify the property lines with dimensions
- Show all buildings and structures
- Provide the dimensions between the buildings/structures and to the property lines
- Show the location of sidewalks, streets, curbs, driveways and alleys
- Indicate the North direction
- Show the parking spaces (standard and accessible), and provide parking calculations
- Show the location of the utility service entrance section(s) (if applicable)
- Provide accessibility routes including ramps as required
- Provide project scope to include manufacturing description (if applicable)
- Identify existing structures (if applicable)
- Sign locations
- Grading Plan
- Drainage Report
- Erosion Control Plan

## **Architectural Plan**

Sealed by the Design Professional as required by the State of Arkansas (if applicable). This will include architectural, structural, plumbing, electrical and mechanical.

1. Building Code Summary Analysis
  - Applicable Codes Listing
  - Building Occupancy Classification
  - Construction Type
  - Fire Suppression System
  - Building Height and Area
  - Fire Resistance Rated Construction
  - Wall Partitions/Barriers
  - Interior Finishes
  - Means of Egress
2. Foundation Plans
3. Floor Plans
4. Structural Plans
5. Elevations
6. Mechanical Plans
7. Electrical Plans
8. Plumbing Plans
9. Fire Protection Plans

## **Utility Information**

- Show the location of the water meter, proposed service routing, and approval from the City Corporation (if applicable).
- Show the location of the sewer connection, proposed service routing, and approval from City Corporation (if applicable).
- Show all utilities to avoid conflicts.

## **Floodplain Information**

- For buildings and structures located in whole or in part in flood hazard areas as established by the jurisdiction, show 100 year floodplain and/or floodway and base flood elevations. Reference the FEMA FIRM panel number and effective date.
- If the property contains a floodway or floodplain, provide the proposed finished floor elevation of all structures.

**Complete, Signed and Dated Application Form or CSS (Russellville Online Portal)**

**Complete Application Checklist**

**Digital Drawings Only. All files (architectural) must be combined into one PDF.**

**Building Permit Fee Payment**

**Plan Review Fee Payment**

**Fire Sprinkler Plan Review Fee Payment** (if applicable)

**Fire Alarm Plan Review Fee Payment** (if applicable)

**Letter of approval from City Corporation** (water and sewer)

**City of Russellville or Arkansas Department of Health Review and Approval, Plumbing** (if applicable)

**Arkansas Department of Health Review and Approval, Food Services** (if applicable)

**Stormwater Report** (If over 2,000 square feet of new or replaced hard surface area) - approved by City Engineer

**Commercial Demolition Permit** (if applicable)

**Clearing and Grading Permit** (issued)

**Right of Way Permit**

**ArDOT Right of Way Permit** (if applicable)

Pope County 9-1-1 assigns addresses for all properties. Please call (479) 968-1800 to have an address assigned prior to permitting.

Contact Arkansas One Call prior to digging - Dial 811 or use the online portal Arkansas One Call.

Subcontractors shall obtain applicable permits prior to starting work on any job.

All civil, site and architectural plans shall be uploaded via CSS <https://russellvillear-energovpub.tylerhost.net/Apps/SelfService#/home> or submitted (PDF) electronically to [permitting@rsvlar.org](mailto:permitting@rsvlar.org).