

Commercial Plan Submittal Checklist



APPLICATION CHECKLIST	
<input type="checkbox"/>	1. Application form and fee.
<input type="checkbox"/>	2. Contractor must provide a copy of current license, as required, from the State of Arkansas.
<input type="checkbox"/>	3. Contractor must provide a copy of evidence of General Liability insurance.
<input type="checkbox"/>	4. Subcontractors must provide copies of current licensing, as required, and have system permits authorized.
<input type="checkbox"/>	5. An approved Driveway Permit form from the AHTD District Engineer is required if the driveway connection is located on an Arkansas State Highway.
<input type="checkbox"/>	6. The applicant must show a method for sewage disposal, either: <ul style="list-style-type: none"> • A Permit for Construction issued by the Arkansas Department of Health for septic system installation and a letter from Village Wastewater Company indicating sewer is not available, or • A letter from Village Wastewater Company indicating that sewer service will be provided.
<input type="checkbox"/>	7. Septic system plot plan overlaid on site survey (if applicable).
<input type="checkbox"/>	8. Approved Arkansas Department of Health Plumbing permit.
<input type="checkbox"/>	9. Address form for the project site completed and signed by Benton County 911 Administration.
	<i>Three (3) sets, on sheets no larger than 24"x36" AND one (1) set on 11"x17" sheets of the following:</i>
<input type="checkbox"/>	10. Site Survey, drawn to a conventional Architectural or Engineering Scale, with all requirements from plan submittal checklist. <i>Survey must be stamped and signed by Registered Land Surveyor.</i>
<input type="checkbox"/>	11. Site Plan, drawn to a conventional Architectural or Engineering Scale, with all requirements from the plan submittal checklist. <i>Must be stamped and signed by an Architect, Landscape Architect, or Engineer.</i>
<input type="checkbox"/>	12. Building drawings, drawn to a conventional Architectural Scale, with all requirements from the plan submittal checklist. <i>Must be stamped and signed by an Architect or Engineer, as required.</i>

Building Plan Requirements	
<input type="checkbox"/>	1. Floor plan showing: <ul style="list-style-type: none"> • Size and dimension of the structure. • Rooms labeled. • Means of egress. • Size and dimension of all rooms, windows, doors. • Utility placement and their related appliances
<input type="checkbox"/>	2. Cut through wall section showing all aspects of structure framing.
<input type="checkbox"/>	3. Footing detail showing (may include slab details, if applicable): <ul style="list-style-type: none"> • Overall dimensions. • Depth below finished grade. • PSI strength of concrete. • Size and spacing of rebar reinforcement.
<input type="checkbox"/>	4. Electrical Layout
<input type="checkbox"/>	5. Plumbing Layout
<input type="checkbox"/>	6. Mechanical Layout
<input type="checkbox"/>	7. Exterior elevations of all sides of the structure(s).

Survey Requirements

<input type="checkbox"/>	1. Provide contact information for the licensed surveyor preparing the survey.
<input type="checkbox"/>	2. Provide Benton County Assessor parcel number and ownership information for the parcel.
<input type="checkbox"/>	3. Provide title block showing project name, scale, firm or individual preparing drawing, date and revisions.
<input type="checkbox"/>	4. Show north arrow, scale, and complete legend.
<input type="checkbox"/>	5. Show and label the boundary survey for the property.
<input type="checkbox"/>	6. Show property lines of all property owners adjacent to the exterior boundaries of the parcel.
<input type="checkbox"/>	7. Show existing street right-of-way lines and center line. Future right-of-way shall also be shown as determined by the Master Street Plan. All future and existing rights-of-way shall be dimensioned from the centerline. Indicate road classification as determined by the Master Street Plan.
<input type="checkbox"/>	8. Show curve data for any street which forms a project boundary. Curve data shall include radius, arc, and chord distance.
<input type="checkbox"/>	9. Show property corner monuments and whether they are found or set.
<input type="checkbox"/>	10. Show required or recorded setbacks.
<input type="checkbox"/>	11. Show and label all easements of record.
<input type="checkbox"/>	12. Provide two controlling property corners labeled with State Plane Coordinates.
<input type="checkbox"/>	13. Show and label point-of-beginning from a permanent, well defined reference point.
<input type="checkbox"/>	14. Show 100 year floodplain and/or floodway and base flood elevations. Reference the FEMA FIRM panel number and effective date.
<input type="checkbox"/>	15. Provide a permanent, well defined benchmark defined within an accuracy of 1/100 th of a foot. Provide State Plane Coordinate for the benchmark.
<input type="checkbox"/>	16. Show the location of existing buildings and fences on the parcel (if any) and the same on adjacent parcels within twenty (20) feet of the property boundary.
<input type="checkbox"/>	17. Show existing topographic information as follow: <ul style="list-style-type: none"> • One foot contour interval for ground slope between level and ten (10) percent. • Two foot contour interval for ground slope above ten (10) percent.
<input type="checkbox"/>	18. Indicate spot elevations at grade breaks along existing road center lines; gutter lines and top of curbs or edge of pavement; and ditch inverts and culverts.
<input type="checkbox"/>	19. Show all known on-site and immediate off-site utility locations.
<input type="checkbox"/>	20. Show the edge of pavement for both sides of the road.
<input type="checkbox"/>	21. Show the edge and centerline for driveways on adjacent parcels.

Site Plan Requirements

<input type="checkbox"/>	1. Provide Benton County Assessor parcel number and ownership information for the parcel.
<input type="checkbox"/>	2. Provide title block showing project name, scale, firm or individual preparing drawing, date and revisions.
<input type="checkbox"/>	3. Show north arrow, scale, and complete legend.
<input type="checkbox"/>	4. Show and label the boundary survey for the property.
<input type="checkbox"/>	5. Show existing street right-of-way lines and center line. Future right-of-way shall also be shown as determined by the Master Street Plan. All future and existing rights-of-way shall be dimensioned from the centerline. Indicate road classification as determined by the Master Street Plan.
<input type="checkbox"/>	6. Show required or recorded setbacks.
<input type="checkbox"/>	7. Show and label all easements of record.
<input type="checkbox"/>	8. Show the proposed placement of the structure(s) and any attachments (garages, carports, decks, porches, steps, etc.)
<input type="checkbox"/>	9. Show the proposed placement of any outbuildings.
<input type="checkbox"/>	10. Show the dimensions building in relation to all property boundaries.
<input type="checkbox"/>	11. Show the proposed location, width, length, turning radii, and material of the driveway. Label the center line of the driveway, and dimension to the nearest driveway.
<input type="checkbox"/>	12. Show the proposed location of the for mail delivery.
<input type="checkbox"/>	13. Show the location, pipe material, and inverts of proposed driveway culverts.
<input type="checkbox"/>	14. Show the proposed routing of all utility service connections.

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, for specific requirements.

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).
- 2014 National Electric Code
- 2006 Arkansas Plumbing Code
- 2006 Arkansas Fuel Gas Code
- 2010 Arkansas Mechanical Code
- 2004 Arkansas Energy Code