

# RESIDENTIAL BUILDING APPLICATION



Please fill out this form 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 documentation is provided.

**PRIMARY CONTACT:**                       Owner                                       Contractor

## PROPERTY OWNER INFORMATION

Name:				
Property Address:			Parcel #:	
Lot:	Block:		Subdivision:	
Mailing Address:		City:	State:	Zip:
Phone:		Email:		

## CONTRACTOR INFORMATION

Contractor/Company Name:		State Contractor's License #:		
Primary Contact Name:		License Expires:		
Mailing Address:		City:	State:	Zip:
Primary Phone:		Email:		

## BUILDING INFORMATION

<b>Was this property built prior to 1978?</b>		Yes <input type="checkbox"/>	No <input type="checkbox"/>	
<i>If yes, you are required by the US EPA's Renovation, Repair, &amp; Painting rule to be a Lead Safe Certified Firm with the US EPA if performing work that will disturb a painted surface in times, child care facilities and pre-schools built before 1978.</i>				
<b>Type of Work:</b>		New:	Alterations:	Addition:
<b>Description of Work:</b>				
Total Heated SF:	Garage SF:	Unfinished Basement SF:	Covered Porches SF:	
Decks SF:	# Bedrooms:	# Bathrooms:	# of Stories:	
Foundation Type:		Fireplace Details:	Septic or Sewer	
Insulation Type:				
<i>Permit fees are based on the valuation of construction using the International Code Council's Building Valuation Data Table.</i>				

## APPLICATION CHECKLIST

<input type="checkbox"/>	1. Contractor must provide a copy of current license as required from the State of Arkansas. (Unless on file with office.) When a homeowner is acting as the General Contractor an affidavit must be signed.
<input type="checkbox"/>	2. Plot Plan drawn to 1:20 or 1:30 scale, and comply with the requirements from plan submittal checklist on sheets no larger than 11"x17".
<input type="checkbox"/>	3. Building drawings, drawn to a conventional Architectural or Engineering Scale, with all requirements from the plan submittal checklist on sheets no larger than 11"x17" and must be legible.
<input type="checkbox"/>	4. If on a septic lot the applicant must obtain a Permit for Construction issued by the Arkansas Department of Health for septic system installation.

## FOR OFFICE / REVIEW USE ONLY

Application Date:	File #:	Total Fees:
Reviewer:	# Inspections Required:	Date Paid:
Approval Date:	Act 474 Surcharge:	Paid By:    Cash    Check    Credit
Permit #:	Permit Fees:	Check #:
Zoning:	Floodplain:    Y / N	Receipt #:

## ACKNOWLEDGEMENTS

1. 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 structure improvements must be completed within 6 months of permit issuance.
2. Inspection of permitted work may reveal code violations not discovered during plan review.
3. A clean set of construction plans, *bearing the City's approval*, must be available all times.
4. Any alterations or deviations from approved plans must undergo further review by the Building Official.
5. 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.
6. 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.
7. All sites must have a portable toilet and trash receptacle installed at time of footing inspection.
8. 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.
9. I certify that the home will be constructed in compliance with the 2004 Arkansas Energy Code. I understand that an inspection may be performed within two (2) years of completion. If the home fails to comply, I am responsible for bringing the structure into compliance within sixty (60) days of notice.
10. I understand that *before* a Certificate of Occupancy can be issued, I will need to provide a Certificate of Operation from the Arkansas Department of Health affirming the septic system, if applicable, is operable.
11. I acknowledge my responsibility to insure, by boundary 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 I am responsible for ensuring property pins are located and clearly identified prior to the issuance of a Grading, Drainage, and Erosion Control Permit.

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 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 / Authorized Agent Signature:**

**Date:**