



BUILDING SAFETY DIVISION  
Commercial Building Permit  
Document Submittal Checklist

<p><b>***A COMPLETE SUBMITTAL PACKAGE AND PERMIT PROCESSING FEE ARE REQUIRED TO PROCESS YOUR PERMIT APPLICATION.***</b></p> <p><i>You are strongly encouraged to check with the plan reviewers if you are unaware of what is required.</i></p>	FOOTING / FOUNDATION ONLY	NEW CONSTRUCTION / ADDITION	TENANT FINISH / ALTERATION / REPAIR
<p><i>Items marked with an "●" are required.</i></p> <p><i>Items marked with a "○" may be required depending on project scope.</i></p>			
<p><b>Required Items:</b></p>			
<p>1. Correct address verified by 911 Coordinator (575-8380).</p>	●	●	●
<p>2. Commercial Application filled out completely for each building.</p>	●	●	●
<p>3. Site Plan showing all utility locations, easements, ROW, etc. OR Site Plan Submittal Exemption (Confirm with Planning Division: 575-8267).</p>	●	●	○
<p>4. Complete Architectural Plans with dimensions, spaces labeled per use, exterior elevations, life safety plans &amp; code summary, etc. <i>100% Construction Documents required - "Preliminary" or "Bid" documents will not be accepted.</i></p>	○	●	●
<p>5. Complete Mechanical Plans including HVAC, exhaust hoods, walk-in coolers/ freezers, etc.</p>		●	●
<p>6. Complete Electrical Plans including riser diagrams, panelboard schedule, panel location, conductor sizes, exterior fixture cutsheets, etc.</p>	○	●	●
<p>7. Complete Plumbing Plans including fixture layout and counts, DWV layout, grease/ oil interceptor calculations, etc.</p>	○	●	●
<p>8. Complete Structural Plans and Statement of Special Inspections.</p>	●	●	○
<p><b>Additional Documents, as Applicable:</b></p>			
<p>9. Arkansas Department of Health Plumbing and/ or Food Service Approval.</p>		●	○
<p>10. COMcheck (or REScheck) Reports signed and dated:</p> <p style="margin-left: 20px;">a. Interior &amp; Exterior Lighting</p> <p style="margin-left: 20px;">b. Mechanical System</p> <p style="margin-left: 20px;">c. Building Envelope</p>		●	○
		●	○
		●	
<p>11. Fire Code Review Sheet (For All Projects With Group A, E, and I Occupancies).</p>		●	○
<p>12. Grading Permit submitted to Engineering Division.</p>	○	○	

*Construction documents must be submitted in both .pdf and paper formats, and shall be of sufficient clarity to indicate the location, nature, and extent of the work proposed and show in detail that it will conform to the provisions of the Arkansas Fire Prevention Code and all other applicable laws, ordinances, rules, and regulations.*



CITY OF  
**FAYETTEVILLE**  
ARKANSAS

Building Safety Program  
125 W. Mountain Street  
Fayetteville, AR 72701  
479.575.8233

**APPLICATION FOR COMMERCIAL BUILDING PERMIT**

Inspection Request: 479.575.8233

Site Address \_\_\_\_\_

Owner \_\_\_\_\_ Mailing Address \_\_\_\_\_ Office Phone \_\_\_\_\_

Owner Email \_\_\_\_\_ Cell \_\_\_\_\_

Contractor \_\_\_\_\_ Mailing Address \_\_\_\_\_ Office Phone \_\_\_\_\_

Contractor's License # \_\_\_\_\_ Expiration \_\_\_\_\_ Email \_\_\_\_\_ Cell \_\_\_\_\_

Review Contact \_\_\_\_\_ Email \_\_\_\_\_ Phone \_\_\_\_\_

Project /Business Name \_\_\_\_\_

Type of work      Footing Only       New       Addition       Alteration       Repair   
                          Tenant Finish       Design/Build       Moving       Other \_\_\_\_\_

# of Tenants \_\_\_\_\_

Use of Building \_\_\_\_\_ Previous Use \_\_\_\_\_

Valuation of Work		Description of Work	
Building	\$ _____	_____	
Electrical	\$ _____	_____	
Plumbing	\$ _____	Structure    Wood <input type="checkbox"/> Metal <input type="checkbox"/> Masonry <input type="checkbox"/> Foam Form <input type="checkbox"/>	
Mechanical	\$ _____	Wall insulation    Batt <input type="checkbox"/> Blown <input type="checkbox"/> Slab Floor Y/N? _____	
Misc	\$ _____	Retaining wall Y/N? _____	
Total	\$ _____	Flood Plain Y/N? _____    Base Elevation _____    Finished Floor _____	

BUILDING INFORMATION			
# of Stories	_____	Sum Total of Area	_____
Height	_____	Total Heat/Cooled	_____
Length	_____	Total Unheated	_____
Width	_____	Add/Alt Area	_____
		Unfinished Basement	_____

**NOTICE: Separate permits are required for electrical, plumbing, gas, and mechanical work.**  
 This permit becomes null and void if work/construction authorized is not commenced within 6 months,  
 or if work is suspended or abandoned for a period of 6 months.

Signature of Owner/Contractor/Authorized Agent \_\_\_\_\_ Date \_\_\_\_\_



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## IMPORTANT NOTICE

### **REGARDING IMPLEMENTATION AND ENFORCEMENT OF ACCESSIBILITY REQUIREMENTS**

This form must be signed and dated by the permit applicant for the construction, addition, repair or alteration of any:

- \* COMMERCIAL (non-residential) building or
- \* RESIDENTIAL building containing four or more dwelling units. These requirements DO NOT apply to one & two-family dwellings.

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The City of Fayetteville Building Safety Division enforces the accessibility requirements of the Arkansas Fire Prevention Code, Vol. II and ICC A117.1-2009 Accessible and Usable Buildings and Facilities.

In accordance with AFPC section 3411 Accessibility For Existing Buildings, improvements to the accessible route to and through existing buildings may amount to 20% of the total cost of the alterations.

***I understand that it is my responsibility to comply with the Americans with Disabilities Act of 1990 (ADA) and the Fair Housing Act Amendments of 1988 during the design, construction, and alteration of buildings and facilities to the extent required by these regulations.***

By signing below, I understand that the failure to comply with the accessibility requirements of the Arkansas Fire Prevention Code and ICC A117.1-2009 may result in the **DENIAL OF A CERTIFICATE OF OCCUPANCY** until appropriate remedial work is undertaken.

I understand that these regulations will be applied and enforced during the design, construction, and alteration of buildings and facilities.

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Project Address

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Printed Name of Applicant

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Contact Phone

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Signature

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Date

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Contact Email

The Arkansas Fire Prevention Code and A117.1-2009 are available for review at the Development Services Department, Building Safety Division, 125 W. Mountain Street.