



COMMERCIAL BUILDING PERMIT CHECKLIST

This checklist should be used for all commercial, industrial, and multi-family projects. Additional applications or permits not contained in this checklist may be required.

The Building Official will not issue a building permit until the project is “released” by Engineering and Planning, Fire, Building and Planning Commission.

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

All commercial buildings shall be designed to comply with the 2021 Edition of the Arkansas Fire Prevention Code (AFPC) Vol. I, II and III. 2012 International Building Code (IBC) as amended, including the following codes adopted by the State of Arkansas:

- 2020 Arkansas Electrical Code
- 2018 Arkansas Plumbing Code
- 2018 Arkansas Fuel Gas Code
- 2021 Arkansas Mechanical Code
- 2009 Arkansas Energy Code

Site Plan

The following identifies the requirements for the Site plan. The Site Plan can be reviewed prior to or concurrently with the Architectural Plans. Sealed by an architect in the State of Arkansas (if applicable).

- 911 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

Civil Construction Plan

Sealed by a registered civil engineer in the State of Arkansas (if applicable).

- Grading Plan
- Drainage Plan
- Erosion Control Plan (SWAPP)
- Landscape Plan (approved by Planning Commission)

Architectural Plan

Sealed by an architect in 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, (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

Complete Application Checklist

Submit one electronic set of plans. All files (architectural) must be combined into one PDF.

Building Permit Fee Payment

- Arkansas Department of Health review and approval, Plumbing** (if applicable)
- Arkansas Department of Health review and approval, Food Services** (if applicable)
- Stormwater Report**
- Demolition Permit** (if applicable)
- AR-DOT Access Permit** (if applicable)
- AR-DOT Right of Way Permit** (if applicable)

Additional Information

Baxter County 9-1-1 assigns addresses for all properties. Please call (870) 424-6119 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 submitted (PDF) electronically to permitting@mountainhome.com.