



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, Planning, Flood, City Corporation, Fire and Building.

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

All commercial buildings shall be designed to comply with the 2012 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:

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

- 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 Report
- Erosion Control Plan

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, 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

Complete Application Checklist

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

Building Permit Fee Payment

Plan Review Fee Payment

Fire Sprinkler 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

Demolition Permit (if applicable)

Grading Permit Application and Fee

Right of Way Permit Application and Fee

ArDOT Right of Way Permit (if applicable)

Additional Information

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 submitted (PDF) electronically to permitting@rsvlar.org