

## Requirements for Obtaining a Residential Building Permit

Have a current Arkadelphia Contractor registration.

Have a current license as required by the state.

For residential construction the following is required.

1. Plot Plan
2. Cut through wall section
3. Floor plan with egress shown
4. Footing detail

## Requirements for Obtaining a Commercial Building Permit

Have a current Arkadelphia Contractor registration.

Have a current license as required by the state.

For commercial construction the following is required:

- 1) Design Professional signed and stamped plans.
- 2) Site plan prepared by a professional engineer for parking lots of 5,000 square feet or more.
- 3) Storm water drainage should have no greater runoff than a ten-year flood event for parking lots of 5,000 square feet or more.
- 4) Fire Department approval
  - (A) Requirements for Fire Department are:
    - (1) Alarm System Specifications..
    - (2) Emergency Lighting Placement.
    - (3) Smoke Detector Placement.
- 5) Arkadelphia Water Utilities approval
  - (A) Water Utilities Requirements are:
    - (1) Site Plan showing customer's water/sewer lines and connection to city water/sewer.
    - (2) Water meter placement.
    - (3) Manhole locations.
    - (4) RPZ placement.
- 6) Arkansas Health Department approval (plumbing and gas)
  - (A) Sanitarian for food service.
- 7) Seismic certification.
- 8) Geo technical if required by design professional.

**BUILDING DEPARTMENT**  
**STEPS TO OBTAIN A BUILDING PERMIT**

Construction of new structures, residential or commercial, within the City of Arkadelphia, Arkansas, must be in compliance with City Ordinances and Regulations. ALL new construction and additions must be processed through the Arkadelphia Building Department.

Any mobile home brought into the city limits **MUST** be processed through the Building Department **PRIOR** to the mobile home being brought into the City and installed on a private lot or into a mobile home park. Ask Building Department staff for additional mobile home information.

If you are planning a renovation or remodeling project, no matter how small, please check with the Building Department to determine if a permit is required. Generally, a permit is required for new construction, alterations to outside dimensions, modification of weight-bearing walls, demolition, removal and placement, electrical, HVACR and plumbing.

RESIDENTIAL CONSTRUCTION includes single-family dwellings, duplexes, and accessory structures.

SMALL COMMERCIAL construction includes projects with a total cost development of less than \$100,000, and projects with parking lots less than 5,000 square feet.

- Plot Plan - A detailed drawing of the proposed building site, showing property lines, WITH setbacks shown for the zoning of the building site. Show placement of proposed structure, any attachments (such as garages or carports, decks, porches, etc.) steps, outbuildings, parking, fencing and landscaping, if required. A plot plan is generally sufficient for building projects less than 5, 000 square feet (excluding Childcare facilities).
- Drawings – Two sets of plans and two plot plans.

COMMERCIAL CONSTRUCTION includes multi-family dwellings (three or more), projects with a total cost development \$100,000 or more, and projects with parking lots of 5,000 square feet or more.

- For ALL construction jobs 5,000 or more square feet or with a cumulative value of \$100,000 or more, three site plans PLUS three sets of **stamped and signed** plans by a design professional will be required. Plans must show all Mechanical, Plumbing, Electrical and Heating and Air Conditioning layouts. Proposed parking lots of 5,000 sq. ft. or more and additions to an existing parking lot that will result in a total of 5,000 sq. ft. or more shall be accompanied by a site plan prepared by a professional engineer. The Building Department will keep one set of the plans, one will be returned to the owner/contractor with any requirements/modifications from the City Building Official. In addition, ALL commercial projects must be approved by the Arkansas Department of Health Plumbing and Natural Gas Section, Division of Protective Health Codes, 501-661-2000.
- For all new construction, a letter from Arkadelphia Water Utilities is required. It must include whether or not water and sewer services are available at the site and any requirements that owner/builder must meet. They are located at 700 Clay Street, Room 120. The phone number is 870-246-5863. Commercial projects will require Arkadelphia Fire Department sign-off, 870-246-9354.
- Submit plot/site plans and drawings or architectural plans with water and sewer letter to Building Department staff. A plan review will be conducted within a reasonable time limit.
- All additional permits, (electrical, HVACR, and plumbing/gas) must be obtained **PRIOR** to beginning of applicable work. (Any person who commences any work on a building, structure, electrical, gas, mechanical or plumbing system before obtaining the necessary permits shall be subject to a penalty of \$100.00 or 100% of the usual permit fee, whichever is greater, in addition to the required permit fees (Ordinance 0-04-09). PLEASE NOTE THAT ALL SUBCONTRACTORS ARE RESPONSIBLE FOR THEIR PERMITS.