



CITY OF CONWAY, ARKANSAS HOW TO ACQUIRE A COMMERCIAL BUILDING PERMIT

Building permits are required for all new construction and alterations, renovations and/or repairs in commercial buildings. The following information is provided to assist in the permitting process:

General Information

- Applications may be obtained at the Permits and Inspections Office located at 1201 Oak Street, Conway Arkansas, or online at www.conwayplanning.org
- Applications may be submitted during regular office hours of 7:00 am – 4:30 pm.
- Projects for new buildings or additions with areas in excess of 20 percent of the existing building area require Planning Department Site Development Review before Building Code Plans review.
- The Building Code Plans Review is typically completed in 7-10 working days for smaller projects; larger projects typically require 10-14 working days.
- Separate permits are required for electrical work, plumbing, mechanical work and gas piping.
- After issuance, the building permit is required be placed in a mailbox on the building site.
- Address must be posted at job site with name of contractor and phone number.
- Impact Fees are charged for new building construction and are required to be paid prior to final inspections and issuance of a Certificate of Occupancy.
- Building projects in excess of \$20,000 in total construction cost require a state licensed contractor.
- Prior to any footing inspection, all lot lines must be staked and marked by flagged string that is affixed in such a way as to not be readily moved about.

Permit Application and Plans Review Procedure

1. A building permit application must be completed and submitted to initiate the plans review process.
2. Three sets of completed construction plans are required to be submitted along with the building permit application.
3. Plans submitted for review for new buildings and additions shall be drawn to scale, complete and legible to show the scope and nature of the work involved and shall include the following:
 - a. Site plans
 - b. Floor plans
 - c. Footing and foundation plans and details
 - d. Elevations

- e. Wall sections, cross-sections and construction details
 - f. Plumbing riser diagrams and plumbing details
 - g. Electrical riser diagrams, load calculations and electrical details
 - h. Mechanical plans and details
4. Plans submitted for review of renovations and alterations shall be drawn to scale, complete and legible to show the scope and nature of the work involved and shall include the following:
 - a. Floor plans
 - b. Plumbing riser diagrams and plumbing details is applicable
 - c. Electrical riser diagrams, load calculations and electrical details if applicable
 - d. Mechanical plans and details if applicable
 5. Plans submitted for plans review are required to be signed, stamped and dated by a licensed design professional when:
 - a. The building is 5,000 sq. ft. in area.
 - b. The building is 3 or more stories in height
 - c. The building is designed for Educational, Institutional or Assembly Occupancy
 - d. The building is \$100,000.00 or more in total construction cost.
 6. The plans submitted will be reviewed for compliance with the following codes:
 - a. 2012 Arkansas Fire Prevention Code Volume 1, 2 & 3.
 - b. 2011 National Electrical Code
 - c. 2006 Arkansas Plumbing Code
 - d. 2006 Arkansas Fuel Gas Code
 - e. 2010 Arkansas Mechanical Code
 7. The Building Code Plans Review process includes routing the submitted plans to the Conway Fire Department and Conway Corporation for their review and approval. The building permit cannot be issued until such approvals are received.
 8. A written plans review will be provided to point out any recognizable code deficiencies. Such deficiencies will require a response to adequately address or correct the issue before the permit can be issued. Effort is made to be as thorough as possible; however, the review is never to be considered as being all inclusive of every code deficiency. The issuance of the permit shall not be construed to be a permit for, or an approval of, any violation of the provisions of the codes or ordinances of the City of Conway.
 9. Plumbing work requires the approval of the State Department of Health prior to issuance of a building permit.
 10. Plans approved for permit issuance will be stamped "Reviewed for Code Compliance". Such plans are required to be kept on the job site for use and reference by the inspector. Any modifications or deviations from stamped plans require approval from the design professional and approval from the inspector and/or plans examiner.
 11. Payment for permits must be made at the time the application is submitted. Preferred payment is by check. No work shall be performed until the permits have been issued.

The following items are required on the job-site at the time of the inspection. If these items are not present, the inspection will not be approved.

1. Sign with builder name, telephone #, and the job-site address.
2. Porta-potty is required
3. Building permits in mailbox
4. Trash container for blow-able debris.
5. Erosion control (properly installed) if lot slopes toward street or adjacent property.
6. Plans stamped "Reviewed for Code Compliance".

Additional Notes:

Be sure you are ready for your inspections before you call.

- Inspections are required to be called for the day in advance.
- A Certificate of Occupancy must be issued prior to occupancy.

If you have further questions, please contact:

City of Conway Building Permits at 501-450-6107

Bart Castleberry - Building Official, 450-6107

Barbara McElroy - Administrative Assistant II, 450-6107 or 450-6191

Lee Hill – Plumbing Inspector, 450-6107

Ken Eckert - Building Inspector, 450-6107

Zach Castleberry-Electrical Inspector, 450-6107

Cecil Corning – Mechanical Inspector, 450-6107