



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

Building permits are required for all new construction, remodels, additions and accessory buildings in one and two single family dwellings.

General Information:

- Applications may be obtained at the Permits and Inspections Office located at 1201 Oak Street, Conway Arkansas or can be downloaded from the city website @ www.cityofconway.org
- Applications may be submitted between 7:00 am and 4:30pm.
- Permits will normally be available the next day. However, it would be best to call before coming to pick them up at 501-450-6107.
- Individual Permits must be obtained for electrical work, plumbing, mechanical work and gas piping.
- Impact Fees will be applied to new one & two family dwellings when issuing permit.
- Check if sidewalk is required to be built by homebuilder.
- If the lot requires a culvert, it must be approved by City Engineer before permit can be issued
- If property is in Historical District, it must have approval before permit is issued. Historical Districts can be found on Planning Department website @ www.conwayplanning.org

All construction must comply with the following codes:

1. Conway Land Development Code.
2. 2012 Arkansas Fire Prevention Code Volume 1, 2 & 3.
3. 2011 National Electrical Code with local amendments.
4. 2006 Arkansas Plumbing and Fuel Gas Code with local amendments.
5. 2010 Arkansas Mechanical Code.

COSTS:

- Building Permits costs \$.10 per square foot for all area under roof regardless of whether or not it is heated and/or cooled, with minimum permit fee as noted below.

<u>PERMIT TYPE</u>	<u>MINIMUM COST</u>
Dwelling	\$250.00
Addition to Dwelling	\$35.00

Storage or Outbuilding

\$20.00

- The building permit cost for remodeling is \$1.00 per \$1,000 of remodeling costs with a minimum of \$30.00.
- Impact Fee applies to new One & Two Family Dwelling & are based on square foot & due prior to final inspection.

Permit Application and Plans Review Procedure:

- The application form must be filled out and submitted.
- One and Two Family Dwellings are required to have two sets (8 ½" x 11") of plans drawn to scale and for review and approval prior to issuance of the building permit. Such plans shall include the following:
 1. A Site Plan
 2. A Floor Plan
 3. Footing and Foundation plans and details
 - Foundation Plan showing the sizes and locations of all interior and exterior footings and foundations
 - Foundation stem wall details
 4. Elevations
 5. Framing Details or Notes to Indicate Floor/Ceiling Joist and Rafters or Trusses..
 6. Wall Bracing Details
 - Location of Brace Wall Lines
 - Brace wall Segments, Sizes and Locations
 - Details for Garage Door Narrow Walls
 - Wall height of Each Room
 7. Window & Door Sizes.
 8. One set of the stamped plans will be returned to the applicant upon issuance of the review by the City and will be required to be available on the job site at the time of inspection by the building inspector.
- Remodel Permit requires submittal of a floor plan showing the nature & extent of the proposed remodel.
- Additions & Accessory buildings require submittal of a site plan showing property lines, existing buildings, easements, driveways and setback dimensions.
- If the permit is being sought for a lot which the Permits and Inspections Department has no record of having been approved, the applicant must provide proof that the lot existed in its present form for at least 10 years.
- Payment for permits must be made at the time the application is submitted. Preferred payment is by check. No work will be performed until permits have been issued.

The following items are required on the job-site at the time of the first inspection.

If these items are not present, you will be turned down on the inspection.:

1. Sign with builder name, telephone #, and the job-site address.
2. Porta-potty (if same builder has 2 sites or more within 300 feet of each other, then only 1 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.

ADDITIONAL NOTES:

- Be sure you are ready for your inspection before you call.
- Inspections are required to be called for the day in advance.
- A Certificate of Occupancy must be issued before prior to occupancy.

If you have further questions, please contact:

City of Conway Building Permits at 501-450-6107
Bart Castleberry- Building Official-501-358-5060
Barbara McElroy-Administrative Assistant 450-6107
Ken Eckert-Building Inspector-450-6107
Lee Hill-Plumbing Inspector-450-6107
Zach Castleberry-Electrical Inspector-450-6107
Cecil Corning-Mechanical Inspector-450-6107