



Planning Department

2023 Commercial Construction Permits, Inspections, and Fees

A reference for commercial contractors and owners (Jan 2023)

Permits

What type of work requires a permit?

- ◇ New Construction
- ◇ Repairs
- ◇ Additions
- ◇ Structural Changes
- ◇ Parking Lots
- ◇ Remodels
- ◇ Decks
- ◇ Pools
- ◇ Roofs
- ◇ Solar Panels
- ◇ Accessory Buildings
- ◇ Impervious Surfaces
- ◇ Fences
- ◇ Retaining Walls
- ◇ Demolition
- ◇ Ramps
- ◇ Electrical
- ◇ Plumbing
- ◇ HVAC

What happens if work is done without a permit?

If work is being done **without a permit**, an inspector will put a “stop work” order on the property until all the appropriate permits are obtained. If electrical, plumbing, and/or HVAC work that requires an inspection has been covered by drywall or is otherwise inaccessible, it must be made accessible for the inspection. The permit fee will then be three times the normal fee associated with the work. If work continues without a permit, a citation with a court date will be issued.

How long is a building permit valid?

- ◇ New construction: valid for one year, work must begin within 180 days of issuance
- ◇ Demo: valid for 30 days
- ◇ Permits are voided after 6 months of inactivity
- ◇ Repair/remodel: valid for 180 days
- ◇ Fire Rehab: valid for 90 days
- ◇ All permits begin on the date of issuance

Planning Commission review and approval is required before applying for a building permit. For new construction and/or additions, the project must be reviewed and approved by the Planning Commission. The Planning Commission, with input from City Engineer, Fire Marshal, Central Arkansas Water, NLR Electric, NLR Wastewater will establish prerequisites that must be completed before applying for a building permit. Contact the Planning Department at 975-8835 for information on the requirements to submit to the Planning Commission for review.

Commercial Plans Review

What items are required to apply for a commercial building permit?

- ◇ A completed Commercial Building Permit Application
- ◇ A set of plans (construction documents and civil) in .pdf on a CD or flash drive
- ◇ Planning Commission approval letter
- ◇ Construction involving food services requires a Health Department letter
- ◇ Construction involving plumbing requires a State plumbing letter
- ◇ Construction located in the **Argenta Historic District** requires a Certificate of Appropriateness (COA) 371-0755
- ◇ **Plan Review Fee** (1/4 of the permit fee)
- ◇ **A final plat** must be on file with Planning or be included with the submittal
- ◇ Contractors are required to have a current bond, business license, and state license on file with Planning





Planning Department

Commercial Plans Review

What should be included in the submitted plans?

- ◇ A title page or index cover sheet identifying the project and listing all of the included drawings.
- ◇ **Civil drawings** to include surveys and site plans indicating property lines, utilities, sidewalks, curbs, gutters, driveways, parking lot and spaces, ADA parking spaces and ramps noted, elevations, storm water, retaining walls, fences and fire hydrants.
- ◇ **Stamped** architectural, structural, mechanical, electrical, plumbing, and/or fire protection plans.
- ◇ Landscape Plan that complies with the landscape section of the Zoning Ordinance and the requirements of the Planning Commission.



What happens if submitted plans are rejected? The applicant will have **30 days to resubmit** additional plans or revisions to the Plans Examiner. Failure to re-submit by the deadline will result in forfeiture of the Plan Review fee, the plans will be withdrawn, and the applicant is required to resubmit a new application and plans along with a new review fee for consideration.

Commercial Fences

- ◇ To obtain a commercial fence permit, **submit a site plan** showing the proposed location of the fence with the commercial permit application.
- ◇ Side yard fences shall not exceed 6 feet in height. Rear yard fences shall not exceed 8 feet in height.
- ◇ Vacant/empty lots may not be fenced unless approved by Board of Zoning Adjustment.

Inspections

When is an inspection required? Inspections are required for new construction, additions, electrical, plumbing, and HVAC work.

Workmanship standards: The **permit holder** shall perform all work in a professional manner and the work shall be performed in accordance with any applicable construction codes and professional industry standards.

How do I schedule an inspection? The **permit holder** will contact the Permit Desk at 975-8835 to request an inspection. Contractors may also use the online system found at www.bsaonline.com. Contact the Permit Desk for information on how to register for the online system. When you schedule an inspection, it will be for the next business day.

What happens if an inspection fails? The permit holder will need to contact the Permit Desk at 975-8835 to have the **inspection report emailed to the permit holder** or to speak with the inspector for information concerning the failed inspection; and then schedule and pay for a re-inspection once the work is corrected.



Which codes apply in North Little Rock?

- ◇ 2021 AR Fire Prevention Code
- ◇ 2020 National Electrical Code
- ◇ 2018 Arkansas Plumbing Code
- ◇ 2018 Arkansas Fuel Gas Code
- ◇ 2021 International Mechanical Code
- ◇ NLR Municipal Code – Chapter 4
- ◇ American National Standards Institute - 117 Standard

Contacts

- | | | | |
|--------------------------------|-------------------|--------------------------------------|----------|
| ◇ Planning Department..... | 975-8835 | ◇ NLR Wastewater..... | 945-7186 |
| ◇ Curb cuts and storm water... | 371-8345 option 5 | ◇ Argenta Historic District..... | 371-0755 |
| ◇ City Engineer..... | 371-8345 option 5 | ◇ Business License (City Clerk)..... | 975-8617 |
| ◇ Fire Marshal..... | 812-5940 | ◇ Central Arkansas Water..... | 372-5161 |
| ◇ NLR Electric Department..... | 975-8888 | | |