



# Planning Department

## 2023 Residential Construction Permits, Inspections, and Fees

A reference for residential contractors and owners (Jan 2023)

### Permits

#### What type of work requires a permit?

- ◇ New Construction
- ◇ Repairs
- ◇ Additions
- ◇ Remodels
- ◇ Decks
- ◇ Pools
- ◇ Roofs
- ◇ Solar Panels
- ◇ Accessory Buildings
- ◇ Fences
- ◇ Retaining Walls
- ◇ Demolition
- ◇ Electrical
- ◇ Plumbing
- ◇ HVAC

#### Who can apply for a permit?

- ◇ A **property owner** may be issued a building permit for their own personal residence. A property owner is defined as the person or entity to whom property tax is assessed, as shown on the latest assessment roll of Pulaski County.
- ◇ A **contractor** may be issued building, plumbing, electrical, and/or HVAC permit. The contractor must have a current bond with the City of NLR, a business license, and the appropriate state licenses.

#### What paperwork is required to build a house?

- ◇ Site plan & building elevations
- ◇ Storm water permit and/or driveway permit, which must first be obtained from City Engineer's office at 700 W. 29th Street, 371-8339

**How long will it take to obtain a permit?** Once all of the required information has been submitted, permits are typically issued in one business day.

**Is there a cost for a building permit?** There is a **minimum building permit fee of \$30**. Most building permit fees are based on the value of the work. Contact the permit desk at 975-8835 in advance of applying and provide the value of the project and/or the square footage to determine the cost.

#### 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

**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.





# Planning Department

## Approval

- ◇ A **site plan** is required for new construction, additions, accessory buildings, fences, retaining walls, solar panels, pools, and decks. The site plan must show the project is in compliance with the City’s Zoning Ordinance with regards to setbacks, size and location.
- ◇ Other information you will need to communicate to the permit desk includes the **value of the work**, description of the work, and address of the property.
- ◇ If you are pulling a permit as the homeowner and if **Pulaski County Assessor’s Office shows a different individual as the owner**, or if the owner is listed as a corporation or a trust, then you must provide proof that you own the property.
- ◇ If the project is located in the **Argenta Historic District**, before applying for a permit from the Planning Department, you must obtain a **Certificate of Appropriateness** from the North Little Rock Historic District Commission. Phone number: 371-0755
- ◇ Contact NLR Planning staff at 975-8835 for questions regarding rules in the **Zoning Ordinance**.



## Inspections

**When is an inspection required?** Inspections are required for new construction, additions, decks, 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?** Contact the Permit Desk at 975-8835. Contractors may also use the online system found at [www.bsaonline.com](http://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
- ◇ NLR Municipal Code – Chapter 4
- ◇ 2021 International Mechanical Code
- ◇ American National Standards Institute - 117 Standard



## Fees

- ◇ Minimum permit fee: \$30
- ◇ Inspection: \$25
- ◇ Consultation: \$40
- ◇ Re-inspection: \$40
- ◇ Swimming pools: \$50
- ◇ Fence: \$30
- ◇ Accessory structures, remodels, decks: Value of project multiplied by \$.006; a minimum of \$30.
- ◇ New Construction: \$.20 per square foot under roof; a minimum of \$250.
- ◇ Additions to existing structure causing an increase of area under roof - \$.20 per square foot, minimum \$75.

## Contacts

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