



Planning Department

Commercial Construction Permits, Inspections and Fees

A reference for commercial contractors and owners

(Revised Sept 2022)

Permits

What type of work requires a permit?

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

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 building permit valid?

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|---|---|
| ◇ New construction: valid for one year, work must begin within 180 days of issuance | ◇ Permits are voided after six (6) months of inactivity |
| ◇ Demo: valid for 30 days | ◇ 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, and NLR Wastewater will establish prerequisites that must be completed before applying for a building permit. Contact the Planning Department at 501-975-8835 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 format 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) 501-371-0755.
- ◇ 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,



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.



Planning Department



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 six (6) feet in height. Rear yard fences shall not exceed eight (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 501-975-8835 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 501- 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?

- ◇ 2012 AR Fire Prevention Code
- ◇ 2020 National Electrical Code
- ◇ 2018 Arkansas Plumbing Code
- ◇ 2018 Arkansas Fuel Gas Code
- ◇ 2021 International Mechanical Code
- ◇ 2010 American Disability Act
- ◇ American National Standards Institute - 117 Standard
- ◇ NLR Municipal Code – Chapter 4

Contacts

- ◇ Planning Department 501-975-8835
- ◇ Curb cuts and storm water . . . 501-371-8345 option 5
- ◇ City Engineer 501-371-8345 option 5
- ◇ Fire Marshal 501-812-5940
- ◇ Planning Fax 501-975-8837
- ◇ NLR Electric Department 501-975-8888
- ◇ NLR Wastewater 501-945-7186
- ◇ Argenta Historic District 501-371-0755
- ◇ Business License (City Clerk) 501-975-8617
- ◇ Central Arkansas Water 501-372-5161

North Little Rock Planning Department, 120 Main Street, Second Floor