



Benton County Development \* Building Safety Division
905 NW 8th Street \* Bentonville, AR 72712\* (479) 271-1003

RESIDENTIAL BUILDING PERMIT APPLICATION

Date: Parcel No.:

911 Address of Structure: City: Zip

Remodel Built Before 1978: Yes or No Subdivision:

Property Owner: Contractor:
Phone: Fax:
Email:
Mailing Address:
City: Zip:
send Certificate of Occupancy to this address

New Dwellings/Additions/Garages: (Cost is based off Square Footage/Cost of Construction)

Total Heated SF: Garage SF: Unfinished Basement SF: Total SF:

Number of Stories: Number of Bedrooms: Foundation Type:

\*Misc. application is being made for the following reason:
Plumbing (\$50.00)
Gas (\$50.00)
Electrical Upgrade (\$50.00)
Manufactured/Modular Homes Setup (\$100.00)
Home Relocation (\$100.00)
Existing Cell Tower Upgrade (\$50.00)
Carport (\$50.00) w/concrete slab (\$100.00)
Storm Shelter (\$50.00)
Swimming Pool (\$50.00)
Deck (\$50.00)
Other
(fees will vary)

Electric Provider: Water Provider:

\*\*An approved septic permit from the Health Department (986-1300) is required at the time of permit application submittal for manufactured homes or home relocation. Per Planning Regulation 4.6.8.iii.(b), only one dwelling unit and one septic system per parcel\*\*

(06 Arkansas Plumbing & Gas Code) (14 NEC Code) (2010 Mechanical Code) (12 Arkansas Fire Prevention Code) (2014 Arkansas Energy Code)

Note: This permit becomes null and void if work or construction authorized in not commenced within 6 MONTHS, or if construction or work is suspended or abandoned for a period of 6 MONTHS at any time after work is commenced.

Signature of Owner (If Owner is Builder)

Date

Signature of Contractor

Date

**\*\*Directions to Job Site (Please Print)\*\***

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**OFFICE USE ONLY**

Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_ Approved: Yes  No

\_\_\_ Floodplain Designation: \_\_\_\_\_

\_\_\_ MS4 Area \_\_\_ Driveway Permit

Is Structure in City Boundary? \_\_\_\_\_ City: \_\_\_\_\_

Date Project Completed: \_\_\_\_\_

Construction Type: IA IB IIA IIB IIIA IIIB IV VA VB

Use Group: A-1 A-2 A-3 A-4 B E F-1 F-2 H-1 H234 H-5 I-1 I-2 I-3 I-4 M R-1 R-2 R-3 R-4 S-1 S-2 U

- GC License
- Elec License
- Plumb License
- HVAC License
- Manual J
- Manual D

Permit # \_\_\_\_\_

Permit Fee: \$ \_\_\_\_\_

Cash: \_\_\_\_\_ Check# \_\_\_\_\_  
(Permit fees are non-refundable)

Electric Provider \_\_\_\_\_

Water Provider: \_\_\_\_\_

(06 Arkansas Plumbing & Gas Code)  
Adopted Mar. 2008

(14 NEC Code)  
Adopted Nov. 2014

(2010 Mechanical Code)  
Adopted Sept. 2010

(12 Arkansas Fire Prevention Code)  
Adopted Jan. 2014

(2014 Arkansas Energy Code)  
Adopted Jan. 2016

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# Benton County Development – Building Safety Division Checklist for Building Permit Application

**APPLICATION MUST BE COMPLETE IN ITS ENTIRETY**

**911 Address** – This can be obtained from 911 Administration at 271-1085. Application must include approval letter from 911 Administration for any new dwelling with living space.

**Parcel Number** – This can be obtained from the Real Estate Assessor’s office at 271-1037.

**Floodplain**– 

<input type="checkbox"/>	<b>YES</b>
<input type="checkbox"/>	<b>NO</b>

 This will be determined by the Building Safety Office.

**Septic Approval** – The approved septic permit from the Health Department (986-1300) must be submitted. Per Planning Regulation 4.6.8.iii.(b), only one dwelling unit and one septic system per parcel.

**THE BUILDING DEPARTMENT WILL NOT ACCEPT BUILDING PERMIT APPLICATIONS WITHOUT THE APPROVED FORM.**

**Driveway Permit** – Approval from the Benton County Road Department (271-1052) for a new connection to a county road must be obtained before a building permit is issued for **any** new construction.

**THE BUILDING DEPARTMENT WILL NOT ACCEPT BUILDING PERMIT APPLICATIONS WITHOUT THE APPROVED FORM.**

**Contractor Licenses** – **A COPY OF ALL LICENSES MUST BE PROVIDED WITH EACH NEW PROJECT.**  
We do NOT keep licenses on file. The Owner Affidavit must be signed if the applicant is the property owner and is performing the work.

Contractor \_\_\_\_\_ Electrical \_\_\_\_\_  
(company name) (company name)

HVAC \_\_\_\_\_ Plumber \_\_\_\_\_  
(company name) (company name)

**Manual J Calculations for HVAC** – Obtain this from your HVAC contractor, must be submitted with application.

**Manual D calculation for HVAC duct work**- Obtain this from your HVAC contractor, must be submitted with application.

**Building Plans** – 2 sets of building plans. Must be legible. Door sizes, window sizes, smoke detectors, room designations and utility setbacks need to be marked. If over 2000 sq. ft. and more than one story plans shall be done by an Arkansas registered design professional per code R106.1. Must include foundation plans.

**Site Plan, Survey or Plat** – This can be obtained from the Circuit Clerk at 271-1017. County set backs are 50 feet from the center of the road and 10 feet from the sides and back.

**Proof of Ownership** – If property was purchased in the last 12 months we will need proof of ownership (deed).

**Signed Inspection Request Affidavit**

**Building Permit Fee** – The fee is calculated based on the heated and unheated spaces of the building as well as area usage. All enclosed porches and garages are included in this calculation. We accept cash or check only.

**\*\*All required documents and information must accompany the application at time of submission\*\***

Permit Applications can be returned in person to 905 NW 8<sup>th</sup> Street, Bentonville, AR 72712  
Call (479) 271-1003 with any questions or concerns regarding this application or building permits



# INSPECTION REQUESTS BENTON COUNTY ARKANSAS BUILDING SAFETY DIVISION

Per the 2012 International Residential Code/Arkansas 2012:

R109.3 Inspection requests:

“It shall be the duty of the permit holder or their agent to notify the building official that such work is ready for inspection. It shall be the duty of the person requesting any inspections required by this code to provide access to and means for inspection of such work.”

When requesting an inspection, we will **NOT GUARANTEE** any appointment times, nor AM or PM requests. We will try our best to accommodate everyone within our means. The inspection **MUST BE READY** for the day that you have requested. If the jobsite isn't ready upon arrival of the inspector, there will be a \$50 re-inspection fee applied.

**PROPERTY ADDRESS:**

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By signing below, you state that you understand and will adhere to our inspection request requirements.

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**Owner/Contractor Signature**

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**Date**



**OWNER/MEP AFFIDAVIT  
BENTON COUNTY ARKANSAS  
BUILDING SAFETY DIVISION**

The Benton County Building Safety Division requires all applicants for electrical, mechanical, and plumbing permits to have a license as required by Arkansas State Laws.

A property owner is not required to have licenses to make application for electrical, mechanical, and plumbing permit for a single family residence that said property owner occupies.

**PROPERTY ADDRESS:**

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Now, on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, I, \_\_\_\_\_,  
(Please print your name)

declare that I am applying for a permit as indicated for the above described property; that I will be responsible for performing the work and meeting the requirements of all codes, ordinances, and laws; that I am the owner of the above described property; and that the intent for the use of the property is by the owner as a single family residence. Therefore, I am not required to have a license to apply for a permit.

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**Owner Signature**

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**Date**