



215 E CENTRAL
 BENTONVILLE, AR 72712
 Office: 479-271-1003
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 Email: permits@bentoncountyar.gov

Trade Application

Checklist:

- Electricians must submit license and electric utility provider.
- Plumbers must submit license and water utility provider. ** In some cases, septic approval or proof of functioning septic may be required.*
- Mechanical Contractors must submit license and Manual J & D if new duct work is being installed. Work order showing work to be done on change outs.

Parcel # _____

PRIMARY CONTACT: Owner Contractor

PROPERTY OWNER INFORMATION

General Contractor or Property Owner Name: _____

Project Address: _____ City: _____ Zip: _____

Phone: _____ Email: _____

I the undersigned will be responsible for performing the work and meeting the requirements of all codes, ordinances, and laws; and that I am the owner of the above-described property.

_____ Property Owner Signature _____ Date

General Contractors Name: _____ Primary Contact: _____

Phone: _____ Email: _____ Lic. # _____

Trade Contractors Name: _____ Primary Contact: _____

Phone: _____ Email: _____ Lic. # _____

A copy of all licenses must be provided with each new project.

Residential Commercial

Plumbing \$50 Water Utility Provider _____ Description of Work _____

MUST PROVIDE PROOF OF A PRIVATE COLLECTION/DISPOSAL SEPTIC SYSTEM FOR: New or Remodeled Dwellings, Garage/Shops w/bathroom, Bathroom Additions, Mobile Homes, Pre-fabricated dwellings w/bathrooms. Benton County does not inspect BCWD#1, Garfield, Gateway, Gentry, LV, Lincoln, Madison Co., Pea Ridge, Siloam Springs, Springdale and Washington County Water Utility Providers.

Gas \$50 Water Utility Provider _____ Description of Work _____

Benton County does not inspect BCWD#1, Garfield, Gateway, Gentry, LV, Lincoln, Madison Co., Pea Ridge, Siloam Springs, Springdale and Washington County Water Utility Providers.

Electric \$50 Electric Utility Provider _____ Description of Work _____

Benton County does not inspect Siloam Springs Utility Provider.

HVAC Mechanical \$50 Manual J & D required if new duct work is being installed. Work order required showing work to be done on change outs.

Description of Work _____

Note: This permit becomes null and void if work or construction authorized is 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. I hereby certify that I have read and examined this application and know the same to be true and correct. All provision of the Law and Ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other State or Local Law regulating construction or the performance of construction. Permit fees are non-refundable.

_____ Owner/Contractor Signature _____ Date



Trade Application

Checklist:

Electricians: Must submit a current copy of master electricians license and provide the electric utility provider for the property

Plumbers: Must submit a current copy of master plumbers license and provide the water utility provider for the property. Septic approval or verification might be required.

Mechanical Contractors: Must submit a current copy of HVAC license and provide a manual J and D for new installs and new duct work. For a change out, will need something showing the work to be done and the equipment being installed.

Parcel #: A unique 10-digit number assigned to parcel of property by the tax assessor

Description of work: A brief explanation of proposed scope of work

Primary Contact: Who would be the best person to contact for questions pertaining to the permit/project

PROPERTY OWNER INFORMATION

General Contractor or Property Owner name: Name of person who is listed as the legal owner of record of the property where the project is taking place. If this is not available, you can list the name of the general contractor for the project.

Project address: The address assigned by 911 Administration for the property where proposed the project is taking place

City: City associated with project Address

Zip: Zip code associated with project Address

Phone: Phone number for property owner or general contractor.

Email: Email address for property owner or general contractor

Property Owner Signature: Signature of the property owner of record. This only needs to be signed if the property owner is acting as their own contractor

Date: This only needs to be completed if the property owner is acting as their own contractor

CONTRACTOR INFORMATION

General Contractor Name: The name of the person/company who will be overseeing the project

Primary Contact: Name of the best direct person to contact about the project

Phone: Telephone number of the best direct person to contact about the project

Email: Email address for the best direct person to contact about the project

Lic #: License number from the contractor license issued by The Arkansas Contractors Licensing Board

Trade Contractors Name: The name of the person/company who will be hired as a subcontractor on the project

Primary Contact: Name of the best direct person to contact about the project

Phone: Telephone number of the best direct person to contact about the project

Email: Email address for the best direct person to contact about the project

Lic #: License number from the license issued by the state of Arkansas (electrical, HVAC and Plumbing)

CLASS OF WORK

Residential, Commercial: Check the correct box that corresponds with project.

Plumbing: Provide water utility provider and a description of the work being done

Gas: Provide water utility provider and a description of the work being done

Electric: Provide electric utility provider and a description of the work being done

HVAC Mechanical: Provide manual J and D for new installation, a work order for a change out, and a description of the work being done

Signature Line: Must be signed by whoever is submitting the application for review

Date: Date the application was signed