



# BENTON COUNTY Community Risk Reduction

2113 W. Walnut St., Rogers AR 72756  
Office: 479-271-1003 Text: 475-522-1003  
Email: [permits@bentoncountyar.gov](mailto:permits@bentoncountyar.gov)  
Website: [bentoncountyar.gov/community-risk-reduction](http://bentoncountyar.gov/community-risk-reduction)

## Commercial Permit Application

Step 1: Complete Code Study Review  
Step 2: Submit Commercial Permit application along with required documents based off of your code study review.

Parcel # \_\_\_\_\_  Flood  MS4  
 New Construction  Addition  Remodel  Move-On Structure  
Description of work: \_\_\_\_\_ Total SF: \_\_\_\_\_  
PRIMARY CONTACT:  Owner  Contractor

### PROPERTY OWNER INFORMATION

Property Owner Name: \_\_\_\_\_  
Project Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Property owners mailing address: \_\_\_\_\_  
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

### CONTRACTOR INFORMATION

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.

### UTILITY INFORMATION

Septic  Sewer  
Elec. Provider: \_\_\_\_\_ Water Provider \_\_\_\_\_ Gas Provider \_\_\_\_\_

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

# COMMERCIAL PERMIT REQUIREMENTS

## CODE STUDY ANALYSIS

(To establish valuation)

If Valuation is under  
**\$250,000**

- APPLICATION
- COMPUTER GENERATED PLANS (not stamped)
- SITE PLAN
- SEPTIC APPROVAL
- STATE PLUMBING LETTER
- MANUAL N
- CONTRACTOR LICENSES
- PLANNING BOARD APPROVAL

- REMODELS ONLY**
- ASBESTOS REPORT
  - SCOPE OF WORK
  - ESTIMATED PROJECT COST

FIRE AND BUILDING PLAN REVIEW

If Valuation is over  
**\$250,000**

- APPLICATION
- STAMPED ARCHITECTURAL PLANS
- STAMPED ARCHITECTURAL PLANS FOR MECHANICAL, PLUMBING AND ELECTRICAL
- STATE PLUMBING LETTER
- SEPTIC APPROVAL
- FIRE LIFE SAFETY PLAN
- SITE PLAN
- CONTRACTOR LICENSES
- PLANNING BOARD APPROVAL

- REMODELS ONLY**
- ASBESTOS REPORT
  - SCOPE OF WORK
  - ESTIMATED PROJECT COST

FIRE AND BUILDING PLAN REVIEW

If Occupancy Group is A/E/I  
AND/OR  
OVER 5000 SF,  
MORE THAN 50 OCCUPANT LOAD,  
3 STORIES OR MORE.

- APPLICATION
- STRUCTURAL ENGINEERED PLANS
- STAMPED ENGINEERED PLANS FOR MECHANICAL, PLUMBING AND ELECTRICAL
- STATE PLUMBING LETTER
- SEPTIC APPROVAL
- FIRE LIFE SAFETY PLAN
- SITE PLAN
- CONTRACTOR LICENSES
- PLANNING BOARD APPROVAL

- REMODELS ONLY**
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FIRE AND BUILDING PLAN REVIEW