

# CITY OF FAYETTEVILLE BUILDING SAFETY DIVISION

## PERMITTING PROCEDURES

Revised 09/04/08

**BUILDING SAFETY DIVISION-----575-8233**  
**PLANNING DIVISION-----575-8264**  
**ENGINEERING DIVISION-----575-8206**  
**URBAN FORESTER-----444-3470**  
**SIDEWALK ADMINISTRATOR-----575-8291**  
**FIRE MARSHALL-----575-8365**

The Building Safety Division is located in the City Administration Building, 113 West Mountain, at the south end of the first floor. The Engineering Division, Planning Division and the Sidewalk Administrator are located 2 doors west of the Administration Building at 125 West Mountain. The Urban Forester is located at the Parks Department, 1455 Happy Hollow Rd. The Fire Marshall Office is located at 2979 Crossover Rd.

**A PERMIT APPLICATION IS REQUIRED TO CONSTRUCT, ENLARGE, ALTER, REPAIR, MOVE, DEMOLISH, OR CHANGE THE OCCUPANCY OF A BUILDING OR PART OF A BUILDING; AND FOR RETAINING WALLS OVER 4 FT HIGH.**

### **BUILDING PERMIT DIVISIONAL REVIEW REQUIREMENTS**

The **Planning Division** will require conformance to all subdivision, large scale development, parking lots, conditional use, rezoning, lot splits, property line adjustments, vacations, and other requirements before a building permit application will be approved.

The **Building Safety Division** will review for code compliance. Changes in the Occupancy, nature of use of a building or part of a building, shall not be made until changes made have been reviewed and approved by the Building Official.

The **Engineering Division** shall review permit applications and drawings with retaining walls over 4 ft high; commercial buildings; residential building with 3 or more dwelling units; and residential buildings located on a lot with 15% or greater grade; and/or buildings located in a flood plain.

The **Urban Forester** shall review residential permits associated with hillside/hilltop and all non residential construction.

The **Sidewalk Administrator** shall review permit applications for sidewalk requirements and construction of parking lots with 5 or more spaces.

The **City Fire Marshall** shall review all permit applications for construction of buildings that has not gone through Subdivision and/or Large Scale Development process (except one and two family residences) and/or buildings 50 feet or more in height. City Fire Marshall shall review all fire sprinkler drawings and inspect installations.

## **BUILDING CODE REQUIREMENTS:**

All buildings shall be designed to comply with the Arkansas Fire Prevention Code; Arkansas Plumbing and Gas Code; Arkansas Mechanical Code; Energy Code; and Arkansas adopted National Electric Code; and any City of Fayetteville Ordinances and Arkansas State Laws.

### **The City of Fayetteville Building Safety Division enforces the following codes:**

Current Edition of the Arkansas Fire Prevention Code as amended that includes: Vol I, International Fire International Fire Prevention Code; Vol II, International Building Code; and Vol II IRC. Contact the Arkansas State Fire Marshall at 501-618-8624. The AFPC can be ordered from the International Code Council, 1-800-877-2224 or at [www.iccsafe.org](http://www.iccsafe.org).

Arkansas Board of Electrical Examiners currently adopted National Electrical Code; 501-682-4549, 10421 W. Markham, Little Rock, AR. 72204.

Arkansas Energy Code, 501-682-1370; One State Capital Mall, Little Rock, AR., 72201

Arkansas Mechanical Code, 501-661-2642; 4815 W. Markham, Little Rock, AR., 72201.

Arkansas Plumbing and Arkansas Gas Code, 501-661-2642; 4815 West Markham, Little Rock, AR. 72205-3867

## **BUILDING PERMITS FOR ONE AND TWO FAMILY and Accessory (Misc.) Buildings**

1. Complete (with signatures, as indicated) a Building Permit Application and submit to the Permit Technician at the Building Safety Division for review, and review routing. Applications can be obtained from the Building Safety Division or on-line at [www.accessfayetteville.org](http://www.accessfayetteville.org). Look under "Building Safety".
2. Include with the residential permit application 4 copies of the site plan (1 drawn to scale and three (3) copies on 8 ½ X 11 sheets) with street address, lot, block, and subdivision.
3. Site plan completed to Planning specifications.
4. Floor plan showing egress, placement of utilities and their related appliances.
5. Exterior wall section, (on 8½ X 11 sheet). A sample wall section can be found at [http://www.accessfayetteville.org/government/building\\_safety/documents/related\\_documents/Sample\\_Wall\\_Section\\_%26\\_Floor\\_Plans.pdf](http://www.accessfayetteville.org/government/building_safety/documents/related_documents/Sample_Wall_Section_%26_Floor_Plans.pdf) this can be filled in and submitted with application.
6. Proof of Washington County Health Department approval of a septic system for buildings not served by public sewer must accompany the permit application.

## **BUILDING PERMITS FOR COMMERCIAL PROJECTS**

1. Complete (with signatures, as indicated) a Building Permit Application and submit to the Permit Technician at the Building Safety Division for review, and review routing. Applications can be obtained from the Building Safety Division or on-line at [www.accessfayetteville.org](http://www.accessfayetteville.org). Look under "Building Safety".
2. One (1) complete set of drawings, including Architectural and Structural with civil, mechanical, electrical, and plumbing drawings to scale. This set of drawings will be returned to the contractor upon issuance of permit.
3. One (1) CD of the plans and specs in digital format (PDF or TIF).
4. Two (2) sets of civil drawings, (at least one (1) civil must show dumpster enclosures and location).
5. Surface and underground drainage shall be shown as required by approved final plat.
6. One (1) architectural elevations of the exterior of the structure.
7. All site drawings and all commercial buildings for review shall indicate designs with details to comply with accessibility guidelines as required for people with physical disabilities.
8. Proof of Washington County Health Department approval of a septic system for buildings not served by public sewer must accompany the permit application.
9. The permit application shall include a letter of verification from the Arkansas Department of Health, Plumbing Division, that the plumbing for the project has been approved.

### **Professional Design Required for:**

- a) All residential buildings containing five (5) or more units.
- a) All Commercial building costing \$100,000 or more.
- b) Tenant finishes containing Business or Mercantile tenants greater than 3,000 Square Feet.
- c) All buildings housing Assembly, Educational, Hazardous and Institutional occupancies.
- d) All buildings with three (3) or more stories, excluding single family residences.
- e) All commercial buildings containing 5,000 square feet or more area.

### **Special Drawing Requirements:**

- a. The cover sheet of the drawings shall include the certification by the Structural Engineer that the foundations and structural framing have been designed to resist seismic forces per the AFPC and the Arkansas Seismic Design Act when:
  - The building is equal or greater than 4,000 square feet.
  - Masonry or concrete building.
  - Addition equal or greater than 4,000 square feet.
  - An increase in building height.
  - Alterations that increase the value by 100%
- b. The cover sheet shall contain the notation that the project is designed in accordance with the requirements of the Arkansas Fire Prevention Code, based on the International Building Code. Also the cover sheet shall list the following:

- Construction Type
- Occupancy Classification(s)
- Occupant Loads
- Design Live Loads
- Design Dead Loads
- Occupancy and Tenant Separations
- Ground Snow Load – *20lbs by City Ordinance*
- Wind Load – *90mph – 3 second gust*
- Energy Code – *ComCheck or Calculations*
- *Certification of conformance to the accessibility and use of the building as required by ICC/ANSI A117.1 – and AFPC.*

### **Special Inspections:**

The Registered Design Professional shall submit the Statement of Special Inspections and other documents as required by Chapter 17 of the Building Code. See “Special Inspections Policy” that is available at the Building Safety Office or at [www.accessfayetteville.org](http://www.accessfayetteville.org) for more information.

Requirements for Special Inspections shall apply to the following buildings and /or building elements. These buildings and occupancies are required to be professionally designed by the Arkansas Fire Prevention Code, the Arkansas Architectural Act or the Arkansas Seismic Law.

- Buildings equal to or more than 3 stories in height
- Buildings equal to or more than 5,000 square feet
- Additions equal to or more than 4,000 square feet
- Building with a height increase more than or equal to 1 story

For more information on Special Inspections see Chapter 17, Vol. II Arkansas Fire prevention code or go to: <http://www.accessfayetteville.org> and follow the Building Safety link to Documents and to the Special Inspection Manual.

A pre-construction meeting is required for Special Inspection Projects.

### **APPLICATION ROUTING and FEES**

Permit Application and drawings will be routed for review as required and must be executed by those required to review before a building permit will be issued and before work begins. Fees will be calculated by the Building Safety Division and paid at the Business Office. Return the receipt from the Business Office to the Permit Technician and obtain a site envelope. The building permit will be issued and work may begin.

Water and Waste Water Impact Fees are based on the number of dwelling units or the water meter size, which ever applies and must be paid before water service.

Fire and Police Impact Fees are based on the number of dwelling units or the square footage of the project, which ever applies and must be paid before final inspection.

To find out how these fees impact your project go to:

[http://www.accessfayetteville.org/government/building\\_safety/documents/related\\_documents/IMPACT%20FEES%20SCHEDULE.pdf](http://www.accessfayetteville.org/government/building_safety/documents/related_documents/IMPACT%20FEES%20SCHEDULE.pdf)

## **REQUIRED BUILDING INSPECTIONS:**

**"SITE ENVELOPE SHALL BE POSTED AND MAINTAINED CLEARLY VISIBLE FROM THE STREET IN AN OUTDOOR BOX BEFORE AN INSPECTION WILL BE COMPLETED".**

Outdoor weather proof boxes maybe purchased at local building supply outlets, also see the **guidelines** for displaying the outdoor box (available in the Building Safety Division and at [www.accessfayetteville.org](http://www.accessfayetteville.org)).

**Request Inspections on line and check results at:**

**<http://egov.accessfayetteville.org/building>** you must have you're A/P # and your Pin #

**OR Call the Automatic Inspection Request Line at: 479-575-8236**

### **BUILDING**

1. FOOTING
2. SLAB
3. FRAMING/INSULATION
4. FINAL

### **PLUMBING**

1. UNDERGROUND
2. UNDER SLAB W/WATER TEST
3. ROUGH-IN (water test for ON YARD LINE AND HOUSE PIPING)
4. FINAL

### **MECHANICAL**

1. IN/UNDER SLAB
2. ROUGH-IN
3. FINAL

### **ELECTRICAL**

1. TEMPORARY CONSTRUCTION METER
2. UNDERGROUND
3. IN/UNDER CONCRETE
4. METER\*
5. FINAL

### **GAS**

1. UNDERGROUND W/ PRESSURE TEST
2. ROUGH-IN W/ PRESSURE TEST
3. FINAL

### **SIDEWALK INSPECTION - 575-8291**

1. INSPECTION REQUIRED BEFORE CONCRETE POUR

\*Framing, insulation and rough-in inspections must receive approval before an electrical meter shall be approved.

NOTE: There will be a \$20 fee for re-inspections.

**SITE DRAINAGE, DRIVEWAY, CURB CUT, AND SIDEWALK SHALL BE COMPLETE AND WILL BE INSPECTED ON FINAL INSPECTION.**

**MAIL BOX SUPPORTS SHALL NOT INTERFERE WITH REQUIRED SIDEWALK WIDTH.**

Inspections will be made by the Building Safety Division, Planning, Engineering, Sidewalk, Trails, Landscape Divisions and Fire Department as required approving requirements and verifying that building and site improvements conform to approved plans, codes, ordinances, and laws before Certificate of Occupancy is issued.

## **OCCUPANCY AND COMPLETION:**

### **Occupancy Permits**

A new building or part of a building shall not be occupied until after a Certificate of Occupancy has been issued. Said Certificate shall not be issued until all required building, electrical, gas, mechanical, plumbing, special inspections and fire protection systems have been approved and the Engineering Division, Urban Forester, Sidewalk Administrator, Fire Department, Planning Division, and Building Safety Division requirements have been inspected for compliance with the technical codes and other applicable laws and ordinances and approval given for occupancy and a Certificate of Occupancy has been duly executed.

### **Temporary/Partial Occupancy Permit**

A temporary/partial certificate of occupancy may be issued for a portion or portions of a building which may safely be occupied prior to final completion of the building with approval as required above. Temporary Occupancy Permits are issued after a final inspection, for a specified time limit, and are purchased from the Building Safety division for a \$25.00 fee.

### **Completion Permit**

Upon satisfactory completion of a building, structure, electrical, gas, mechanical or plumbing system, a Certificate of Completion may be issued. This Certificate is proof that a structure or system is complete and for certain types of permits is released for use and may be connected to a utility system. This Certificate does not grant authority to occupy or connect utilities to a building, such as a shell building, prior to the interior finish and the issuance of a Certificate of Occupancy.

## **BUILDING OFFICIALS RIGHT:**

The Building Official shall have the right, after official notice to occupant and/or owner, to disconnect utilities to a building or part of a building, if occupied before Occupancy is approved and an Occupancy Permit is issued or if laws, ordinances and code violations are not remedied and inspected as approved.

Visit our web site at [www.accessfayetteville.org](http://www.accessfayetteville.org) for application forms and other information concerning the City of Fayetteville and the Building Safety Division.

**Remember**

**BUILDING SAFETY IS NO ACCIDENT**