

# **CITY OF JACKSONVILLE**

#1 Municipal Drive, P.O. Box 126, Jacksonville, AR 72078

## **RESIDENTIAL BUILDING PERMIT CHECKLIST**

**THE FOLLOWING ITEMS MUST BE SUBMITTED & APPROVED BY THE ENGINEERING DEPARTMENT, INSPECTION DEPARTMENT BEFORE A BUILDING PERMIT CAN BE ISSUED:**

1. Residential construction estimated to be \$20,000.00 (twenty thousand) or more and new residential construction requires an Arkansas State Contractors License Number. A copy of said license must be submitted when applying for a residential Building Permit; (Ref. Sec. 5.04.010);
2. Proposed property **MUST** be zoned for a proper usage;
3. Plot plan showing all improvements, in a recorded subdivision located in an area that is properly zoned for the intended use. If the proposed location for construction is **NOT** in a recorded subdivision, the request for the Building Permit **CANNOT** be granted until reviewed by the Jacksonville Planning Commission at the next regularly scheduled monthly meeting. (Ref. Sec. 17.36.020 & 18.12.010);
4. A driveway permit is required by the Arkansas Highway Department if construction is along a state controlled right-of-way (State Statue);
5. Water & Sewer fees must be paid at City Hall before a residential permit can be issued;
6. The electrician, plumber & HVACR contractors must take out separate inspection permits. (Ref. Sec. 16.058.010 & 16.12.030).