

CITY OF JACKSONVILLE

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

COMMERCIAL BUILDING PERMIT CHECKLIST

COMMERCIAL CONSTRUCTION ESTIMATED TO BE \$20,000 (TWENTY THOUSAND) OR MORE REQUIRES AN ARKANSAS STATE CONTRACTORS LICENSE NUMBER. SAID LICENSE MUST BE SHOWN WHEN APPLYING FOR A COMMERCIAL PERMIT.

THE FOLLOWING ITEMS MUST BE SUBMITTED & APPROVED BY THE ENGINEERING DEPARTMENT AND FIRE DEPARTMENT:

1. A current business license, Arkansas Contractors License, bond for the general contractor, plumber, electrician, and the HVACR contractors. (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. Letter from the Bureau of Public Health Engineering for all Commercial Buildings (State Statue); a letter from the Division of Sanitation Services is required if food handling is involved. (State Statue)
5. A driveway permit is required by the Arkansas Highway Department if construction is along a state controlled right-of-way. (State Statue)
6. All commercial construction must be coordinated with the Sewer & Water Departments to verify utility availability. All required fees must be paid to the respective utility before a building permit can be issued.
7. Developer is to insure that required water flow & fire hydrants are provided.
8. The electrician, plumber & HVACR contractors must take out separate inspection permits. (Ref. Sec. 16.058.010 & 16.12.030)
9. Two complete set of plans including:
 - ④ Foundation, Framing & Roof Structures
 - ④ Plumbing riser diagram (comm.) or layout (res.) must include location of Back Flow Preventer (RPZ Valve) commercial and residential.
 - ④ Gas Layout
 - ④ Electrical Plan
 - ④ Mechanical plan
 - ④ Landscape Plan
 - ④ Sprinkler Layout
 - ④ Parking Lot Layout
 - ④ Site plan showing distance to existing structures
 - ④ Type of construction - total square feet
10. Proposed sign location, (show on plot plan) size & square footage.
11. All driveways, residential, commercial, or industrial will be poured to match the flow line of the gutter and NOT the top of curb. A Certificate of Occupancy WILL NOT be issued if this stipulation is not met. The curb is to be sawed out to make a neat joint with the driveway. Expansion joint material will be installed at the junction of the driveway and the curb. The curb must provide turning radius for fire department vehicles in all commercial, residential, and industrial areas.

THE CITY OF JACKSONVILLE REQUIRES A SWORN AFFIDAVIT BY AN ENGINEER OR ARCHITECT (ARKANSAS REGISTRATION REQUIRED FOR EITHER) CERTIFYING THAT THE PLANS ARE IN COMPLIANCE WITH THE INTERNATIONAL BUILDING CODE, FIRE PREVENTION CODE, NATIONAL ELECTRIC CODE, ARKANSAS STATE PLUMBING/GAS CODES AND ARKANSAS MECHANICAL CODE.

ARKANSAS STATE LAW, ACT1100 1991, REQUIRES THAT ALL PUBLIC STRUCTURES MUST BE CERTIFIED BY ARCHITECTS OR ENGINEERS REGISTERED TO PRACTICE IN THE STATE OF ARKANSAS, AND THAT THE SEISMIC DESIGN REQUIREMENTS FOR ZONE I HAVE BEEN MET.