

CITY OF ARKADELPHIA
700 CLAY STREET, SUITE 121

870-246-1818 (OFFICE)

870-245-3553 (FAX)

BUILDING DEPARTMENT
STEPS TO OBTAIN A BUILDING PERMIT

Construction of new structures, residential or commercial, within the City of Arkadelphia, Arkansas, must be in compliance with City Ordinances and Regulations. ALL new construction and additions must be processed through the Arkadelphia Building Department.

Any mobile home brought into the city limits **MUST** be processed through the Building Department **PRIOR** to the mobile home being brought into the City and installed on a private lot or into a mobile home park. Ask Building Department staff for additional mobile home information.

If you are planning a renovation or remodeling project, no matter how small, please check with the Building Department to determine if a permit is required. Generally, a permit is required for new construction, alterations to outside dimensions, modification of weight-bearing walls, demolition, removal and placement, electrical, HVACR and plumbing.

RESIDENTIAL CONSTRUCTION includes single-family dwellings, duplexes, and accessory structures.

SMALL COMMERCIAL construction includes projects with a total cost development of less than \$100,000, and projects with parking lots less than 5,000 square feet.

- Plot Plan - A detailed drawing of the proposed building site, showing property lines, WITH setbacks shown for the zoning of the building site. Show placement of proposed structure, any attachments (such as garages or carports, decks, porches, etc.) steps, outbuildings, parking, fencing and landscaping, if required. A plot plan is generally sufficient for building projects less than 5, 000 square feet (excluding Childcare facilities).
- Drawings – Two sets of plans and two plot plans.

COMMERCIAL CONSTRUCTION includes multi-family dwellings (three or more), projects with a total cost development \$100,000 or more, and projects with parking lots of 5,000 square feet or more.

- For ALL construction jobs 5,000 or more square feet or with a cumulative value of \$100,000 or more, three site plans PLUS three sets of **stamped and signed** plans by a design professional will be required. Plans must show all Mechanical, Plumbing, Electrical and Heating and Air Conditioning layouts. Proposed parking lots of 5,000 sq. ft. or more and additions to an existing parking lot that will result in a total of 5,000 sq. ft. or more shall be accompanied by a site plan prepared by a professional engineer. The Building Department will keep one set of the plans, one will be returned to the owner/contractor with any requirements/modifications from the City Building Official. In addition, ALL commercial projects must be approved by the Arkansas Department of Health Plumbing and Natural Gas Section, Division of Protective Health Codes, 501-661-2000.
- For all new construction, a letter from Arkadelphia Water Utilities is required. It must include whether or not water and sewer services are available at the site and any requirements that owner/builder must meet. They are located at 700 Clay Street, Room 120. The phone number is 870-246-5863. Commercial projects will require Arkadelphia Fire Department sign-off, 870-246-9354.
- Submit plot/site plans and drawings or architectural plans with water and sewer letter to Building Department staff. A plan review will be conducted within a reasonable time limit.
- All additional permits, (electrical, HVACR, and plumbing/gas) must be obtained **PRIOR** to beginning of applicable work. **(Any person who commences any work on a building, structure, electrical, gas, mechanical or plumbing system before obtaining the necessary permits shall be subject to a penalty of \$100.00 or 100% of the usual permit fee, whichever is greater, in addition to the required permit fees** PLEASE NOTE THAT ALL SUBCONTRACTORS ARE RESPONSIBLE FOR THEIR PERMITS.

Requirements for Obtaining a Commercial Building Permit

Have a current Arkadelphia Contractor registration.

Have a current license as required by the state.

For commercial construction the following is required:

- 1) Design Professional signed and stamped plans.
- 2) Site plan prepared by a professional engineer for parking lots of 5,000 square feet or more.
- 3) Storm water drainage should have no greater runoff than a ten-year flood event for parking lots of 5,000 square feet or more.
- 4) Fire Department approval
 - (A) Requirements for Fire Department are:
 - (1) Alarm System Specifications..
 - (2) Emergency Lighting Placement.
 - (3) Smoke Detector Placement.
- 5) Arkadelphia Water Utilities approval
 - (A) Water Utilities Requirements are:
 - (1) Site Plan showing customer's water/sewer lines and connection to city water/sewer.
 - (2) Water meter placement.
 - (3) Manhole locations.
 - (4) RPZ placement.
- 6) Arkansas Health Department approval (plumbing and gas)
 - (A) Sanitarian for food service.
- 7) Seismic certification.
- 8) Geo technical if required by design professional.

Parking Lots

ORDINANCE NO. 0-95-11

AN ORDINANCE PROVIDING FOR LANDSCAPING OF VEHICULAR PARKING LOTS IN ALL ZONES AND PROVIDING FOR PERMITS FOR THE CONSTRUCTION OF PARKING LOTS.

BE IT ORDAINED BY THE BOARD OF DIRECTORS OF THE CITY OF ARKADELPHIA, ARKANSAS:

SECTION 1. From and after the passage of this Ordinance any contractor, business, or person who desires to construct, make addition to, or surface any vehicular parking lot in any zone shall apply to the City of Arkadelphia, Arkansas for a permit.

SECTION 2. That every parking lot of five thousand (5,000) square feet or more shall have at least a landscaped area of not less than 5% of the total parking lot square footage with 50% of the total required landscaping being arranged so that all street frontages receive an equal amount of landscaping excluding the driveway cuts. Landscaping may consist of approved planter boxes placed on the surface of the parking area. All landscaping areas must be maintained regularly in order to present a well kept appearance. No landscaping in any zone shall be placed in the public right-of-way without prior approval from the City and if approved future construction may require landscaping to be removed by the property owner and rebuilt at property owner's expense.

SECTION 3. Proposed parking lots of five thousand (5,000) square feet or more and additions to an existing parking lot that will result in a total of five thousand (5,000) square feet or more shall be accompanied by a "Site Plan" prepared by a professional engineer showing grades, drainage control, one-foot contours, ingress, egress, comply with master street plan, curbing on sides of lots abutting streets, and landscaping areas. Proper drainage shall be provided and drainage shall not be obstructed in any manner.

SECTION 4. Parking lots of less than five thousand (5,000) square feet shall be reviewed prior to issuance of a permit. These lots must provide proper drainage, not obstruct drainage in any manner, and must comply with the master street plan, including adequate ingress and egress with curbing on the sides of lots abutting streets.

SECTION 5. All parking lots must comply with the revised Land Use Ordinance B-425 as amended.

SECTION 6. This ordinance shall apply to all zones in the City of Arkadelphia, Arkansas, except R-1 single family zone areas where the property is used for only a single family dwelling and no home occupation exists therein.

SECTION 7. The fee for all permits shall be one (1) cent per square foot for the first five thousand (5,000) square feet and one-eighth (1/8) of one (1) cent per each additional square foot, with a minimum of ten dollars (\$10.00). Provided, however, where a general contractor

constructs a parking lot as part of a new building and the construction is part of the estimated cost of the project, there will be no additional permit fee for the parking lot.

SECTION 8. Landscaping is defined as lawn grass, shrubs, and trees.

SECTION 9. Violation of this Ordinance shall be deemed a misdemeanor punishable by not less than a Fifty Dollar (\$50.00) fine nor more than a Two Hundred Fifty Dollar (\$250.00) fine. Each day shall be deemed a separate violation.

SECTION 10. The City Engineer will review all parking lot plans and approve said plans, if in compliance with this Ordinance, before a permit will be issued. Appeals of the Engineer's decision may be to the City Planning Commission and then to the City Board of Directors.

SECTION 11. All ordinances or parts of ordinances or amendments thereto, in conflict with this Ordinance are hereby repealed.

DATED this 21st day of December, 1995.

APPROVED:

Kitty Halstead
Mayor

ATTEST:

Shirley Loy
Clerk/Recorder