



Office Use Only:
 Approved: YES NO
 Approved by: _____
 Date: _____

Permit Fee \$ _____
 Cert of Occupancy \$ _____
 Water Tap \$ _____
 Sewer Tap \$ _____

Total Fee's Due:
 \$ _____

 Receipt # _____

**COMMERCIAL ADDITION
 PERMIT APPLICATION**

Available on-line at: www.tontitown.com

Please fill out this form completely, supplying all necessary information and documentation to support your request. Your application will not be accepted until the application is completed and required information provided.

CONTRACTOR/OWNER INFORMATION:

Contractor Name: _____ Contact Name: _____
 Phone # _____ Mobile # _____ Fax # _____
 Mailing Address: _____ City: _____ State: _____ Zip: _____
 E-Mail Address: _____
 State Contractor's License # _____ Expiration Date: _____

PROPERTY INFORMATION:

Address: _____ Suite: _____ Tenant Name: _____
 Current Zoning: A-1 R-E R-1 R-2 R-3 R-4 R-MH R-ZL C1 C2 I-1 I-2 PUD PRD
 Is the existing building: a conditional use? Yes No in non-conforming use? Yes No in a floodplain: Yes No

BUILDING INFORMATION:

Total Square Feet: IBC Construction Type: # of Stories:
 Use Classification: Bldg. Sprinkler System: Yes No # of Elevators:
 # of Units: Increase H2o Meter Size: # Addt'l H2o meters:
 Contract Price: Addt'l H2o Meter Size: Termite Treatment: Slab Spray

LIST OF SUB-CONTRACTORS:

Electrician: _____ Heat & Air: _____
 Insulation: _____ Plumber: _____
 Termite Co: _____ Other: _____

SUBMITTAL CHECKLIST: (All items must be submitted before the application will be processed)

- 1. One (1) complete set of stamped building drawings (42" x 32") folded to 8 1/2" x 11" page size.
- 2. A CD of the construction plans in **PDF** and **DWG** (AutoCAD) format.
- 3. Two (2) complete sets of City approved Large Scale Development Plans (42" x 32") folded to 8 1/2" x 11" page size.
- 4. The signed "Letter of Agreement". (Sent to owner by Planning Dept. after Planning Commission approval.)
- 5. Arkansas State Health Approval for inside plumbing. (If applicable)
- 6. Provide a report from COMcheck, which is software provided by the US Department of Energy. For more information, go to <http://www.energycodes.gov/comcheck>.

A 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 STARTED.

I hereby certify that I have read and examined this document and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. I understand 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

Note: Inspection of permitted work may reveal code violations not discovered during plan review.

Rev 2013-07-25



performance of construction. **PERMIT FEES WILL DOUBLE IF WORK BEGINS BEFORE PERMIT IS APPROVED.**

(SIGNATURE OF OWNER, CONTRACTOR OR AUTHORIZED AGENT)

DATE

Requirements for Plan Review

1. Must submit (3) complete sets of plans.
 - (2) Wet stamped - (1) Copy
2. Cover sheet must comply with AFPC 106.1.7.
 - Site address
 - Applicable codes
 - Architect signature, statement and information
 - Building type
 - Construction type
 - Occupancy load
 - Sprinkled or not
 - Total square footage
 - Means of Egress
 - Seismic rating - Zone D
 - Snow load - 15 inches
 - Wind load - 90 MPH
 - Rain Zone - 3 in. PH
 - Elevations
3. Submit copy of Soils Report. (On new buildings)
4. Submit copy of Energy Compliance Certificate - COMCheck Program.
5. Submit special inspection requirements. (On new buildings)
6. Require copy of Arkansas Department of Health Food Services letter - if applicable.
7. Require copy of Arkansas Department of Health State Plumbing letter.
8. Items to Check:
 - Egress distance
 - Emergency lighting inside and outside
 - GFI in restrooms
 - Trap primers
 - Expansion tanks or relief valve
 - All special items, hand rails, stairways, etc...



Commercial Plan Review Outline

1. Plan Submittal

- Will need to establish the review fee from the permit clerk at the front desk. The fee is based on the valuation of the complete project.
- Will need to obtain a plan review permit, pay the fee and submit three sets of scalable plans.
- If the valuation of the project is greater than \$75,000.00 the plans will need to be produced, sealed and signed by an Arkansas certified design professional. This will include architectural, structural, mechanical, electrical and plumbing.
- Any projects that include plumbing work will also need to be submitted to the Arkansas Department of Health for review and approval. This will be the plumbing portion only.

2. The Plan Review

- Plans will be reviewed on a first come first serve basis.
- The plan review will normally take 2 to 3 weeks depending on the complexity of the project.
- Smaller projects like tenant finish outs, etc., can normally be worked in on a faster time line.
- Typically, upon completion of the plan review a comment letter is generated listing items that do not meet the requirements of the code. The letter is sent to the design professional or the author of the plans for revisions or clarification. On occasion a second round of comments are sent out based on the original response not satisfying all items on the first letter.
- To achieve complete approval for permit the approval letter from the Arkansas Department of Health and the Tontitown Planning Department approval must be obtained. After all the above has been completed a permit approval letter will be sent out indicating your project's permit is approved for issuance.

3. Complying with the approved plans.

- One set of approved plans marked "Site Plan" will be given to the recipient of the permit. This set shall be used to construct the building and kept at the job site for the duration of the project.
- Any deviation from the approved set of "Site Plans" must be submitted and approved prior to the changed work being performed.

4. Compliance with the code.

- As trained professionals we make every effort to find all code infractions during the review process. However, the possibility exists that on rare occasion we may overlook a code item on a review. If this item is discovered during the regular job site inspections and represents a life safety issue it will be required to meet the intent of the code.



Building Code Worksheet

City of Tontitown Adopted Codes:

- Arkansas Fire Prevention Code, most current version, with amendments,
- Arkansas Mechanical Code, most current version, with amendments,
- Arkansas State Plumbing Code, most current version, with amendments
- National Electrical Code, most current version, with amendments,
- The Arkansas Energy Code, most current version, with amendments
- 2006 Arkansas Fuel Gas Code (AFGC)
- 2012 Existing Building Code
- 2003 ANSI A117.1
- NFPA (as applicable)
- City of Tontitown Adopted Ordinances
- Life Safety Codes (LSC) (as referenced by IBC)

Design Requirements for the City of Tontitown:

Ground Snow Load:	15 pst
Design Wind Speed:	90 mph
Seismic Zone:	B
Rainfall Intensity/Roof Drainage:	3.6 inches/hr.

This form details the minimum information we need in order to review your project for compliance with the building codes. To begin your review, we require that this worksheet be completed and turned in with your Building Permit application.

You are required to include the necessary full sized sheet(s) with the drawing set, detailing the information.

The code summary is required to be an integral part of the drawings.

BUILDING CODE EDITION: IBC 2006

Identify all use and occupancy classification Group(s) in the building (i.e. B, M, R-2, A-3, etc.					
List all occupancy separation fire barrier ratings required (i.e. B to S-2 – 2hr) IBC 508.3.3 Include both horizontal and vertical separations OR Building is constructed per IBC 508.3.2 for Non-Separated Uses (Circle if using this provision) AND Provide mixed use ratio calculations per IBC 508.3.3	To	-	hr(s)		
	To	-	hr(s)		
	To	-	hr(s)		
	To	-	hr(s)		
	To	-	hr(s)		



SECTION 2 – BUILDING CONSTRUCTION

List Construction Type(s) used in the design (IA, IIIB, VB, etc.)				
			Allowed	Proposed
Building Height (per IBC Table 503)				
Number of Stories (per IBC Table 503)				
Are Automatic Sprinklers used for Height? Modifications? (per IBC Section 504-2)		YES	NO	
Is there a basement?	YES	NO	If YES – List square footage of basement and grade Elevations on sheets.	

Is an Automatic Sprinkler System used in Place of 1-hour Construction? (per IBC Table 601) – If YES – Provide locations.	YES	NO
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Fire resistance of Exterior Walls Based on Fire Separation Distance (per IBC Table 602)	Rating	Opening Protection
1.		
2.		
3.		
4.		

Fire Resistance Rating Requirements (per IBC Table 601)	Rating Required	Rating Provided	Assembly #
Structural Frame			
Bearing Walls – EXTERIOR			
Non-Bearing Walls and Partitions – EXTERIOR			
Non-Bearing Walls and Partitions – INTERIOR			
Floor Construction			
Roof Construction			



SECTION 3 – BUILDING AREA LIMITATIONS: “ALLOWABLE” AND “ACTUAL”

If there are multiple construction types, or if a fire wall divides the building, **provide a separate analysis for each area.** Repeat as necessary.

Area limitations for Each Proposed IBC Use or Occupancy Group	Occupancy 1 Allowed/Actual	Occupancy 2 Allowed/Actual	Occupancy 3 Allowed/Actual
IBC Use or Occupancy Group			
Table 503 Area Limitation (per IBC Table 503)			
Frontage Area Increase Multiplier (per IBC 506.2 equation 5-1)			
Automatic Sprinkler System Area Increase Multiplier (per IBC 506.3 Equation 5-2)			
Total Allowable Floor Area (Equation 5-1 / IBC 506.1)			
Total Allowable Building Area (per IBC 506.4)			
Does the Building Qualify for Unlimited Area (per IBC 507)		YES	NO

If there is more than one occupancy group in the building provide a “Sum of the Ratios” calculation (per IBC 508) to show that the proposed building is not over the allowable area.

(Not required if Building is constructed per IBC 508.3.2 for Non-Separated Uses)

Sum of the Ratios Calculations (if applicable)
Non-Separated Use Calculations (if applicable)



SECTION 4 – OCCUPANT LOAD AND BUILDING EXITING

If there are multiple IBC Occupancy types on any floor or in the building, provide a separate analysis for each occupancy type. Repeat as necessary.

	Basement	First Floor	Mezzanine	Second Floor	Third Floor	Other Floors
TOTAL Occupant Load						

Number of Exits and Exit Width From Each Level (as applicable)	Number of Exits		Exit Width			
	Required	Provided	Stairs		Other Egress Components	
			Required	Provided	Required	Provided
Basement						
First Floor						
Mezzanine						
Second Floor						
Other Floors						
Are Areas of Refuge Required?					YES	NO

SECTION 5 – PLUMBING FIXTURE COUNT (2006 APC Chapter 4)

Occupancy & Area Served	Plumbing Occupant Load Factor	Plumbing Occupant Load	Water Closets Required vs Provided		Lavatories Required vs Provided	
			Male	Female	Male	Female
Total Number of Fixtures		Required				
		Provided				
		Accessible				
Unisex Toilet Required (APC 403.1.1 & AFPC 1109.2.1)			Required			
			Provided			
Number of Drinking Fountains			Required			
			Provided			
			Accessible			

(Occupancy is determined based on 2007 AFPC Vol. II)



SECTION 6 – FLOOR PLANS

Provide a basic floor plan for each level, showing partitions, stairs, doors with door swings, relites, fixtures, etc. Minimum scale is 1/8" – 1'-0"

1. Clearly label the following:
 - a. Use of each room or area (i.e. offices, sales, conference, kitchen, manufacturing, etc.)
 - b. IBC Occupancy classification for each room or area and floor
 - c. Square footage of floor area of each room or area
 - d. Occupant load factor used for each room or area and floor
 - e. Occupant load of each room or area and floor
2. Provide a total occupant load summary for each floor or level.
3. Clearly show all actual and assumed property lines, including those required by IBC 704.3.
4. Graphically show the extent and rating of all rated assemblies both vertical and horizontal, include the rating of any required opening protection.
5. Clearly show a complete Means of Egress path, including the width, common path or travel, travel distance, diagonal distance of exits, exit signs and all required exits.
6. Indicate any doors that are provided with panic hardware and/or magnetic hold-opens.
7. Provide accessible information of site and all parts of the building