



# Commercial Tenant In-Fill:

Permit #: \_\_\_\_\_

\* Your application will not be accepted until the application is completed and required information provided.\*

Fee: \$ \_\_\_\_\_

Receipt#: \_\_\_\_\_

Permits are not valid until payment is received.

Planning Approval: \_\_\_\_\_ Date: \_\_\_\_\_

**PERMIT FEES WILL DOUBLE IF WORK**

Building Approval: \_\_\_\_\_ Date: \_\_\_\_\_

**BEGINS BEFORE PERMIT IS APPROVED**

Fire Marshal Approval: \_\_\_\_\_ Date: \_\_\_\_\_

<b>Property Information</b>	<b>Development Name (if in an existing complex):</b>	
	<b>Site Address:</b>	
	Building/Suite #:	Gross SF of Building or Suite:
	Parcel #:	Zoning:
	Increase H2O meter size?	# of add. H2O meters/size
	Current # of parking spaces	Current # of ADA parking spaces
	Any proposed changes to parking? Describe:	

<b>Tenant Information</b>	<b>Business Name:</b>		Phone #:	
	Business Owner/Contact:		Phone #:	
	Mailing Address:		Email:	
	Business Type:	<input type="checkbox"/> Commercial	<input type="checkbox"/> Industrial	<input type="checkbox"/> Other
	Business Description:			
	Proposed Occupant Load:		Occupancy Classification:	
	# of Employees	# of Shifts	Est. # of customers per day	Hours of Operation
	Will this business serve: FOOD <input type="checkbox"/> Yes <input type="checkbox"/> No ALCOHOL <input type="checkbox"/> Yes <input type="checkbox"/> No			
	Changes in signage proposed:		<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Description of Change:			

<b>Site Plan Requirements</b>	<b>If there are any physical changes to the exterior of the building or site, the following is required on a site plan: <b>ADDITIONAL REVIEW MAY BE REQUIRED FOR EXTERIOR CHANGES.</b></b>	
	<input type="checkbox"/> Scale or dimensions and North arrow;	<input type="checkbox"/> All existing and proposed landscaping and street trees on the site;
	<input type="checkbox"/> Location of building(s), driveway(s), and parking area(s);	<input type="checkbox"/> Location & size of all existing sign(s); <b>All new sign(s) and/or changes to existing signs require a sign permit.</b> <input type="checkbox"/> Location and name of adjacent street frontage(s);

<b>Contractor Information</b>	Company Name:	Phone #:
	Contact Person:	
	Mailing Address:	Email:
	State Contractor License #	Exp. Date:
	<p>This permit is issued with a hold harmless agreement with the City of Tontitown for any damage from Arkansas State Law Title 14-SubTitle16-Chapter271. "Arkansas Underground Facilities Damage Prevention Act." Also known as 811 – Arkansas One Call.</p> <p>This 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 commenced.</p> <p>I hereby certify that I have read all examined this application 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. The 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 performance of construction. Permit fees will double if work begins before permit is approved and/or if lines are covered before inspection has passed.</p> <p>Requests for inspections may be made either by emailing maintenance@tontitownar.gov or calling 479-263-9215.</p>	
	<b>Contractor Signature:</b>	Date:

<b>Sub-contractors</b>	<b>SUBCONTRACTORS MUST PULL ADDITIONAL PERMITS (MECHANICAL, ELECTRICAL, PLUMBING)</b>	
	Electrician:	Heat and Air:
	Plumbing:	Insulation:
	Termite Company:	Other:

<b>Property Owner Information</b>	Name:	Phone #:
	Mailing Address:	Email:
	<p>I hereby certify that I am aware of the provisions of laws and ordinances governing this type of work and my property. 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 performance of construction. I understand that if I, or my tenant, violate any part of the ordinances, I may receive fines for each violation. I hereby certify that said premises will not be occupied until an Occupancy Permit has been obtained. I certify that I am authorized to grant, and do grant, permission to the representatives of the City of Tontitown to enter on the property described in this application for the purpose of inspections.</p>	
	<b>Owner Signature:</b>	Date:

**REQUIREMENTS FOR COMMERCIAL TENANT IN FILL:**

- 1. Completed Application with contractor's and owner's signature.
- 2. Two complete set of stamped building drawings (24" by 36") folded to 8 ½" x 11" page size. (Stamped if value is \$10000 +)
- 3. A digital copy of the construction plans in PDF and DWG (AutoCad) format.
- 4. Drawing of shell footprint indicating location of suite. (If multiple occupancy building.)
- 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>.

Note: Refer to the City of Tontitown website or contact the Planning Official to find out the zoning district your building is located in. For the names of the principal uses allowed within the zoning district where the property is located you can refer to the City of Tontitown Zoning Code. For your use in filing of the application form, the following list of Occupancy Classification Groups found in the International Building Code.

- Assembly Group A-1, theaters, with stage
- Assembly Group A-1, theaters, without stage
- Assembly Group A-2, nightclubs
- Assembly Group A-2, restaurants, bars, banquet halls
- Assembly Group A-3, churches
- Assembly Group A-3, general, community halls, libraries, museums
- Assembly Group A-4, arenas
- Business Group B
- Educational Group E
- Factory and Industrial Group F-1, moderate hazard
- Factory and Industrial Group F-2, low hazard
- High Hazard Group H-1, explosives
- High Hazard Group H234
- High Hazard Group H-5 HPM
- Institutional Group I-1, supervised environment
- Institutional Group I-2, hospitals
- Institutional Group I-2, nursing homes
- Institutional Group I-3, restrained
- Institutional Group I-4, day care facilities
- Mercantile Group M
- Residential Group R-1, hotels
- Residential Group R-2, multiple family
- Residential Group R-3, one- and two-family
- Residential Group R-4, care/assisted living facilities
- Storage Group S-1, moderate hazard
- Storage Group S-2, low hazard
- Utility and Miscellaneous Group U

**City of Tontitown Fire Marshal- Requirements for Business**

- Address posted** - 6"-8" numbers in contrasting colors visible from street.
- Fire extinguishers** - Minimum 10 lb., adequate number, inspected, tagged and mounted with sign.
- Occupant Load** - Sign posted.
- Exits** - Marked with lighted AC/DC signs including emergency lighting. Unlocked at all times.
- Electrical Panel** - Accessible, all circuits clearly labeled, no unprotected openings inside panel.
- Electrical Covers** - All switches, receptacles and junction boxes must have covers.
- GFI Receptacles** - All receptacles within 3 feet of water must be GFI protected.
- Storage** - Flammables, compressed gas cylinders and combustibles properly stored.
- Handrails** - Handrails and guardrails must be installed where needed.
- Water Heater** - Temperature and pressure relief valve line must be piped outside.
- Heaters** - Must be properly installed.
- Egress** - Paths of egress must be free from obstructions.
- No Smoking Signs** - Posted
- Smoke Detectors** - Mounted and functional.
- Fire Alarm System** - Affidavit provided or current inspection tag.
- Fire Sprinkler System** - Affidavit provided or current inspection tag, including backflow test report.
- Cooking Hood** - Extinguishing system inspected and tagged.
- Backflow Prevention** - Device installed and tested.
- Signs** – Application approved

<b>City Contact Information</b>	<u>Planning Official</u>	<u>Building Official</u>	<u>Fire Marshal/ Code Enforcement Officer</u>
	Courtney McNair	Roger Duncan	Brett Freeland
	<a href="mailto:planning@tontitownar.gov">planning@tontitownar.gov</a>	<a href="mailto:maintenance@tontitownar.gov">maintenance@tontitownar.gov</a>	<a href="mailto:bfreeland@tontitownar.gov">bfreeland@tontitownar.gov</a>
	479-361-2700	479-263-9215	479-225-6845



