

**E TRAKIT**  
Apply & check  
Permit/Project  
status



**PLANNING  
COMMISSION**  
View agendas and  
schedule



**DATA**  
View demographics &  
reports



**CITY PLANS**  
View documents



**MAPS**  
View interactive GIS  
maps

Arkansas Act 474

Building Permit Fees

Electric Permit Fees

Miscellaneous Permit Fees

Plumbing & Mechanical Fees

Schedule of Impact Fees

Home > Government > Development Services > Departments > Building Inspection > Fees > Plumbing & Mechanical Fees

## PLUMBING & MECHANICAL FEES

### Plumbing Permits

Permit	Fee
SFD Residential	\$40 - 1 bath house, \$7 each additional half or full bath
Multi-Family	\$40 - Base plus \$20 per unit up to 4 units, plus \$15 per each unit over 4 units
Commercial	\$50 - Base plus 0.1% (0.001) of the total project contract up to \$40,000, plus 1/4 of 0.1% (0.00025) of total over \$40,000
Repair / Replace water, sewer, gas	Residential - \$40; Commercial - \$50
Re-inspection Fee	\$50 per re-inspection

### Mechanical Permits

Permit	Fees
Residential	\$40 first unit, \$15 each additional unit
Commercial	\$50 up to 4 units, \$15 each additional unit
Re-inspection Fee	\$50 per re-inspection

### FREQUENTLY ASKED QUESTIONS

- What is the Difference between a Traffic Light and Street Light?
- Who do I call to report an issue with a Traffic Light?
- Who do I call to report an issue with a Street Light?

### HELPFUL LINKS

- |                                   |  |  |
|-----------------------------------|--|--|
| <a href="#">Home</a>              | <a href="#">Codes and Specifications</a> | <a href="#">Online Services / eTRAKIT</a>        |
| <a href="#">Accessibility</a>     | <a href="#">Planning Commission</a>      | <a href="#">Maps / GIS</a>                       |
| <a href="#">Privacy</a>           | <a href="#">Reports and Data</a>         | <a href="#">Transportation Department</a>        |
| <a href="#">Copyright Notices</a> | <a href="#">Planning Applications</a>    | <a href="#">Sign / Traffic Signal Department</a> |
| <a href="#">Contact Us</a>        | <a href="#">Board of Adjustments</a>     | <a href="#">Snow Removal Procedures (PDF)</a>    |
| <a href="#">Site Map</a>          | <a href="#">City Plans</a>               |  |

THE CITY OF BENTONVILLE PLANNING  
305 SW A Street, Bentonville, AR 72712  
Phone: 479-271-3122  
[Contact Us](#)



**Use of Copyrighted Materials or City Logo:** This site contains copyrighted materials, including the official logo of the City of Bentonville, Arkansas. Except as otherwise expressly permitted under copyright law, no copying, redistribution or publication of copyrighted material will be permitted without the consent of City and the owner of the copyrighted materials. User acknowledges that it does not gain any ownership rights by downloading copyrighted materials.





# Large Scale Development/Preliminary Plat Process

Updated 05/2018

## Phase 1:

### Plan Preparation

- Conceptual Meeting
- Customer Plan Preparation
- Pre-Application Conference

## Phase 2:

### Planning Commission Approval

- PC Application
- Comments & Resubmittals
- Planning Commission Meetings

## Phase 3:

### Pre-Construction

- Construction Review & Electric Design
- Building Permit Application (LSD Only)
- Pre-Construction Conference

## Phase 4:

### Construction & Inspections

- Building Permit Issuance (LSD Only)
- Engineering Site Inspections
- Building & Fire Inspections (LSD Only)

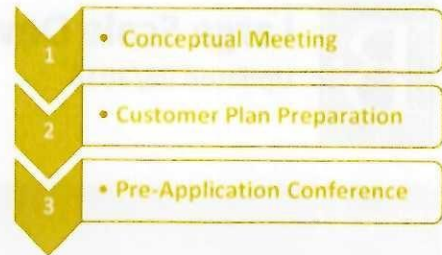
## Phase 5:

### Project Completion

- Site Final Inspection
- Building Final Inspection (LSD Only)
- Certificate of Occupancy (LSD Only)

## Phase 1: Plan Preparation

The Plan Preparation phase consists of gathering important information, meeting with departments about development requirements and specifications and working out the details of the development proposal.



### 1. CONCEPTUAL MEETING Planning Dept. – Not Mandatory -

The Conceptual Meeting is the first step in the development review process. The customer and Planning Department meet to discuss the development plans. Planning will analyze the proposed land use with the zoning district, summarize the development review process, and provide the customer a copy of the [Pre-Application Conference Requirements](#). This meeting may or may not occur depending on how much information the customer has on hand and their level of understanding of the review process.

- a. *Scheduling.* Customer schedules a Conceptual Meeting with the Planning Department ((479)271-3122, [planning@bentonvillear.com](mailto:planning@bentonvillear.com)). Planning Department is located at 305 SW A Street.
- b. *Meeting.* Planner will facilitate the meeting with the customer. Other departments may participate as needed.

### 2. CUSTOMER PLAN PREPARATION

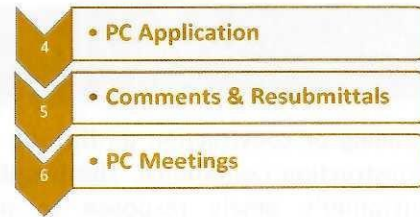
Customer prepares the Large Scale Development or Preliminary Plat following the items listed on the [Pre-Application Conference Requirements](#) form in accordance with [development codes](#). Customer will meet with the appropriate department to discuss specific items, if necessary.

### 3. PRE-APPLICATION CONFERENCE Planning Dept. - Mandatory -

The purpose of this conference is for the customer and city departments to collectively review 80% plans. Each department must sign the Authorization to Apply form to signify that the project is ready for review by the Planning Commission.

- a. *Scheduling.* After preparing 80% plans in accordance with the Pre-Application Conference Requirements, the customer can request a Pre-Application Conference, which take place on Wednesdays, with the Planning Department and sends 80% set of plans (site plan, utility plan, landscape plan, grading plan, etc.) via email.
- b. *Meeting.* At the Pre-Application Conference, departments will review the plans and determine if the customer has met the Pre-Application Conference Requirements. If so, each department must sign the [Authorization to Apply](#).
- c. *Next Step.* Once all departments have signed the Authorization to Apply, customer can proceed to Phase 2: Planning Commission Approval.

## Phase 2: Planning Commission Approval



Planning Commission (PC) must approve Large Scale Developments and Preliminary Plats. The process can take a minimum of 36 days. However, the published submittal date DOES NOT guarantee a Planning Commission date. An item will be placed on the PC agenda only after all comments are satisfied. The customer is responsible for meeting submittal deadlines and addressing comments in a timely manner. Planning Commission approval gives the customer permission to proceed to Phase 3; it does not give permission to begin construction. *Resources:* Planning Commission Schedule, LSD / PP Application, and eTrakt

### 4. PLANNING COMMISSION APPLICATION Planning Dept.

Customer will submit a Large Scale Development (LSD)/Preliminary Plat Application along with signed Authorization to Apply to the Planning Department (or via eTrakt) by noon on the published submittal date. The application and supporting documents must include all items on the application checklist.

- a. *Application.* Customer submits a complete application to the Planning Department. Planning Department will provide customer with access information to check status online through eTrakt.
- b. *Review.* Each department begins the first submittal review and provides comments in Trakt. Customer can log onto eTrakt to see review comments.

### 5. COMMENTS AND RESUBMITTALS Planning Dept.

Departments review the submitted plans for compliance with city codes and provide comments back to the customer through eTrakt. This process goes back and forth until all department are satisfied.

- a. *1st Submittal:* Departments publish comments 1 ½ weeks (Wednesday) from the submittal deadline. The applicant has approximately 1 ½ weeks to adjust the plan to reflect the 1st Submittal Comments.
- b. *2nd Submittal:* Customer submits the 2nd Submittal to Planning (or via eTrakt) by noon on the Monday 1 ½ weeks from when the 1st Submittal Comments were published. Staff provides 2nd Submittal Comments in 1 week (Monday).
- c. *3rd Submittal:* Customer submits the 3rd Submittal the day before the Planning Commission meeting. For each additional submittal, staff comments will be available seven days from the next Monday after they are submitted.

### 6. PLANNING COMMISSION MEETINGS Planning Dept. - Mandatory -

When all departments are satisfied with the submittal, the Planning Department will place the item on the Planning Commission agenda for their review and approval.

- a. *Scheduling.* The Planning Department will add the item to the PC agenda when the status in Trakt is "Approved for PC Only".
- b. *Tech Review Meeting.* PC reviews the submittal with the customer at the Technical Review Meeting, held at 4:30 p.m. on the Tuesday one week prior to the official PC meeting, at 305 SW A Street. The PC then sets the final agenda for the PC Meeting.
- c. *Planning Commission Meeting.* PC will approve or deny the submittal at the PC meeting, held at 5 p.m. the first and third Tuesday of the month, at 305 SW A Street. Planning Commission approval is contingent upon adequately addressing any remaining staff comments
- d. *Next step.* Upon PC approval, the customer can proceed to Phase 3: Pre-Construction and submit a Building Permit Application. **NOTE: Planning Commission approval does not mean construction can begin. It can only begin after completion of Phase 3.**

## Phase 3: Pre-Construction

Grading or construction on the site cannot begin until after the Pre-Construction Conference. The length of this process depends on the customer's timely response to outstanding comments and the completeness of architectural plans.

7

• Construction Review

8

• Building Permit Application

9

• Pre-Construction Conference

### 6. CONSTRUCTION REVIEW & ELECTRIC DESIGN Engineering Dept.

Customer works with the Engineering Department and other utility departments to address outstanding comments from the PC approval. In the meantime, the Electric Department initiates electric service design.

- a. *Address comments.* Customer works with departments to address outstanding comments.
- b. *Pay fees.* Customer pays fees required for the development, including fees-in-lieu, directly to the department requesting the fee.
- c. *Result.* Departments will result reviews in eTrakt. All comments must be addressed prior to the Pre-Construction Conference.

### 7. BUILDING PERMIT APPLICATION (LSD Only) Building Inspection & Fire Marshal

Customer submits a complete building permit application to Building Inspections. Building Inspections and the Fire Department must preliminarily accept the plans prior to the customer proceeding to the Pre-Construction Conference.

- a. *Submittal.* Customer submits building permit application to the Building Inspections Department or via eTrakt.
- b. *Review.* Building Inspections will review for compliance with the building codes and the Fire Marshal will review for compliance with fire codes.
- c. *Result.* Building Inspections and Fire Marshal will result reviews in eTrakt. A preliminary acceptance is required prior to the Pre-Construction Conference.

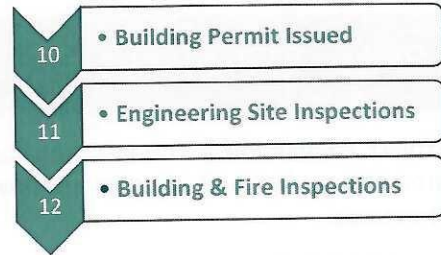
### 8. PRE-CONSTRUCTION CONFERENCE Engineering Dept. - **Mandatory** -

The customer and staff will discuss the construction process, staff will stamp construction plans, and identify the inspections and permits required.

- a. *Scheduling.* Customer can schedule a Pre-Construction Conference, held on Thursdays, with the Engineering Department when all of the following have been met:
  - ✓ All city department comments are addressed.
  - ✓ Building Inspections and Fire Marshals have preliminarily accepted the architectural plans.
  - ✓ Outside agency approvals have been submitted to Engineering (ArDOT, ADEQ, ADH, etc.).
  - ✓ Customer has paid all fees, including fees-in-lieu.
- b. *Meeting.* The customer and staff will discuss the construction process following the Pre-Construction Checklist. Staff will stamp construction plans that serve as the official record that must be kept on the construction site.
- c. *Next Step.* After the Pre-Construction Conference, customer can proceed to Phase 4: Construction and Inspections. For preliminary plats, the customer may submit a Final Plat application at any time after the Pre-Construction Conference.

## Phase 4: Construction & Inspections

After the Pre-Construction Conference, Building Inspection can issue the building permit and construction can commence. Inspections take place by various departments throughout the construction process. If an inspector finds that construction is inconsistent with approved plans, the city has the authority to issue a stop work order and require the customer to go back through the process, beginning with a new application and planning commission approval.



### 10. BUILDING PERMIT ISSUED (LSD Only) Building Inspection

After the Pre-Construction Conference, Building Inspection may issue the building permit.

- a. *Review.* Building Inspections and Fire will conduct a final review of the building plan and site plans for compliance with Building and Fire Codes. Building Inspections will set up the permit in TrakIt and identify the sequence of inspections based on the Project Inspections form completed at Pre-Con.
- b. *Fees.* Customer pays all building permit fees to the Building Inspections Department or via eTrakIt.
- c. *Issuance.* Building Inspections will issue the building permit when the following have been met:
  - ✓ Engineering held the Pre-Construction Conference.
  - ✓ Fire Marshal approved the permit in eTrakIt.
  - ✓ Building Inspections approved the permit in eTrakIt.
  - ✓ Customer paid permit fees.

Customer can pick up the building permit and placard from the Building Inspections Department or can print from eTrakIt. Placard must be posted on-site during construction.

*Resources:*

### 11. ENGINEERING SITE INSPECTIONS Engineering Dept.

Customer builds the development per the approved, stamped plans and is responsible to ensure the project complies with the approved plans. During construction, the Engineering Department will inspect the site for compliance with city codes.

- a. *Scheduling.* Customer schedules site-related inspections with Engineering.
- b. *Inspection & Results.* Inspections are conducted and pass/fail results are documented in TrakIt.
- c. *Re-inspection.* If Engineering fails an inspection, the customer is responsible for making corrections and scheduling a re-inspection (re-inspection fees apply).
- d. *Next step.* If the project is a preliminary plat and is complete, the customer can proceed to Phase 5: Project Completion.

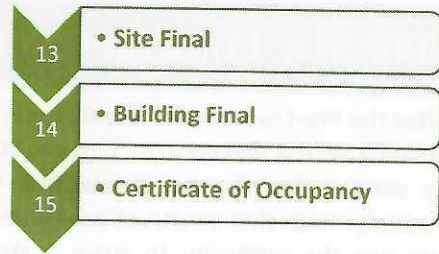
### 12. BUILDING & FIRE INSPECTIONS (LSD Only) Building Inspection & Fire Marshal

Building Inspectors inspect structures for compliance with building, electric, plumbing and HVAC codes. Fire Marshals inspect the site and building for compliance with the Fire Code.

- a. *Scheduling.* Customer schedules building inspections with the Building Inspection Department and Fire inspections with the Fire Marshal, or via eTrakIt, in the order provided on the Project Inspection form. Requests for inspections should be made 24 hours prior to when the inspection is requested.
- b. *Inspections & Results.* Inspections are conducted and pass/fail results are documented in TrakIt.
- c. *Next step.* If the project is an LSD and is complete, the customer can proceed to Phase 5: Project Completion.

## Phase 5: Project Completion

Project completion is the last step for a large scale development or preliminary plat and consists of final inspections for the site and structures.



### 13. SITE FINAL INSPECTION Engineering Dept.

All departments participate in the Site Final Inspection to ensure that their portion (electric, water, sewer, planning, engineering, fire) was installed per the approved plans and meets code. Engineering determines if the site is complete or substantially complete before the customer can proceed to the next step of scheduling a Building Final Inspection.

- Scheduling.* When the site construction is complete, the customer schedules a Site Final Inspection with the Engineering Department, which occur on Tuesdays.
- Inspections & Results.* Individual departments conduct their reviews using the [Site Final Checklist](#) and provide comments and pass/fail results in TrakIt by Thursday at noon.
- Next Step.* For Preliminary Plats, when staff passes the Site Final Inspection, the Preliminary Plat process is complete and the Final Plat can be placed on a Planning Commission agenda. For LSD's, when staff passes the Site Final Inspection the customer can schedule a Building Final inspection. **NOTE: A Building Final Inspection will not be scheduled until the Site Final Inspection passes.**

*Resources:* Site Final Checklist

### 14. BUILDING FINAL INSPECTION (LSD Only) Building Inspection & Fire Marshal

The Building Inspection Department and Fire Marshal participate in the Building Final Inspection to check for compliance with building and fire codes. The Building Final Inspection will not be scheduled until the Site Final Inspection has passed. The project must pass the Building Final Inspection to be eligible for a Certificate of Occupancy.

- Fee.* Customer pays impact fees and all other outstanding fees, such as re-inspection fees.
- Scheduling.* The customer can schedule a Building Final Inspection when the following have been met:
  - ✓ Customer has paid all fees.
  - ✓ Engineering has passed the Site Final Inspection.
- Inspections & Results.* A Building Inspector and a Fire Marshal will conduct the Building Final Inspection and document the pass/fail results in TrakIt. Both departments must pass their portion of the Building Final Inspection for the Building Final Inspection to be complete.

*Next Step.* When the Building Final Inspection is passed and complete, the customer can request a Certificate of Occupancy.

### 15. CERTIFICATE OF OCCUPANCY (LSD Only) Building Inspection & Fire Marshal

A Certificate of Occupancy (C of O) is the official documentation that the project/building meets codes and is ready for human occupancy. The building must have a C of O in order to change utilities out of the contractor's name and into the occupant's name. A temporary C of O may be issued if:

- ✓ Engineering determined the project to be substantially complete.
- ✓ Building Inspection and Fire Marshal have outstanding issues that are not life-safety issues.





**ETRAKIT**  
Apply & check  
Permit/Project  
status



**PLANNING  
COMMISSION**  
View agendas and  
schedule



**DATA**  
View demographics &  
reports



**CITY PLANS**  
View documents



**MAPS**  
View interactive GIS  
maps

[Arkansas Act 474](#)

[Building Permit Fees](#)

[Electric Permit Fees](#)

[Miscellaneous Permit Fees](#)

[Plumbing & Mechanical Fees](#)

[Schedule of Impact Fees](#)

[Home](#) > [Government](#) > [Development Services](#) > [Departments](#) > [Building Inspection](#) > [Fees](#) > [Electric Permit Fees](#)

## ELECTRIC PERMIT FEES

### Residential

- \$30 base fee and minimum permit fee
- \$0.30 per opening (switches, receptacles, light fixtures)
- \$2.00 per other motors
- \$1.50 per fans, AC, furnace, dishwasher, washer, dryer, range, disposal, etc.
- \$15 per panel

### Commercial

- \$50 base fee and minimum permit fee
- \$0.50 per opening
- \$2.00 per fan(s), furnace, dishwasher, disposal, washer, dryer, range, etc.
- \$2.50 per motor
- \$30 per panel

### Re-inspection Fee

- \$50 per re-inspection

### FREQUENTLY ASKED QUESTIONS

- [What is the Difference between a Traffic Light and Street Light?](#)
- [Who do I call to report an issue with a Traffic Light?](#)
- [Who do I call to report an issue with a Street Light?](#)

### HELPFUL LINKS

<a href="#">Home</a>	<a href="#">Codes and Specifications</a>	<a href="#">Online Services / eTRAKIT</a>
<a href="#">Accessibility</a>	<a href="#">Planning Commission</a>	<a href="#">Maps / GIS</a>
<a href="#">Privacy</a>	<a href="#">Reports and Data</a>	<a href="#">Transportation Department</a>
<a href="#">Copyright Notices</a>	<a href="#">Planning Applications</a>	<a href="#">Sign / Traffic Signal Department</a>
<a href="#">Contact Us</a>	<a href="#">Board of Adjustments</a>	<a href="#">Snow Removal Procedures (PDF)</a>
<a href="#">Site Map</a>	<a href="#">City Plans</a>	

THE CITY OF BENTONVILLE PLANNING  
305 SW A Street, Bentonville, AR 72712  
Phone: 479-271-3122  
[Contact Us](#)



**Use of Copyrighted Materials or City Logo:** This site contains copyrighted materials, including the official logo of the City of Bentonville, Arkansas. Except as otherwise expressly permitted under copyright law, no copying, redistribution or publication of copyrighted material will be permitted without the consent of City and the owner of the copyrighted materials. User acknowledges that it does not gain any ownership rights by downloading copyrighted materials.





**E TRAKIT**  
Apply & check  
Permit/Project  
status



**PLANNING  
COMMISSION**  
View agendas and  
schedule



**DATA**  
View demographics &  
reports



**CITY PLANS**  
View documents



**MAPS**  
View interactive GIS  
maps

[Arkansas Act 474](#)

[Building Permit Fees](#)

[Electric Permit Fees](#)

[Miscellaneous Permit Fees](#)

[Plumbing & Mechanical Fees](#)

[Schedule of Impact Fees](#)

[Home](#) > [Government](#) > [Development Services](#) > [Departments](#) > [Building Inspection](#) > [Fees](#) > [Miscellaneous Permit Fees](#)

### MISCELLANEOUS PERMIT FEES

Permit	Fee
Fence Permit	\$30
Pool Permit	\$25 for first \$1000 - \$5 for each additional thousand or fraction thereof
Sign Permit	\$25 base plus \$0.75 per square foot - If sign is double-sided, square footage for both sides are included in calculating the fee

#### FREQUENTLY ASKED QUESTIONS

- [What is the Difference between a Traffic Light and Street Light?](#)
- [Who do I call to report an issue with a Traffic Light?](#)
- [Who do I call to report an issue with a Street Light?](#)

#### HELPFUL LINKS

- [Home](#)
- [Accessibility](#)
- [Privacy](#)
- [Copyright Notices](#)
- [Contact Us](#)
- [Site Map](#)
- [Codes and Specifications](#)
- [Planning Commission](#)
- [Reports and Data](#)
- [Planning Applications](#)
- [Board of Adjustments](#)
- [City Plans](#)
- [Online Services / eTRAKIT](#)
- [Maps / GIS](#)
- [Transportation Department](#)
- [Sign / Traffic Signal Department](#)
- [Snow Removal Procedures \(PDF\)](#)

THE CITY OF BENTONVILLE PLANNING  
305 SW A Street, Bentonville, AR 72712  
Phone: 479-271-3122  
[Contact Us](#)



**Use of Copyrighted Materials or City Logo:** This site contains copyrighted materials, including the official logo of the City of Bentonville, Arkansas. Except as otherwise expressly permitted under copyright law, no copying, redistribution or publication of copyrighted material will be permitted without the consent of City and the owner of the copyrighted materials. User acknowledges that it does not gain any ownership rights by downloading copyrighted materials.





# Large Scale Development/Preliminary Plat Process

Updated 03/16/2018

## Phase 1: Plan Preparation

- Conceptual Meeting
- Customer Plan Preparation
- Pre-Application Conference

## Phase 2: Planning Commission Approval

- PC Application
- Comments & Resubmittals
- Planning Commission Meetings

## Phase 3: Pre-Construction

- Construction Review & Electric Design
- Building Permit Application
- Pre-Construction Conference

## Phase 4: Construction & Inspections

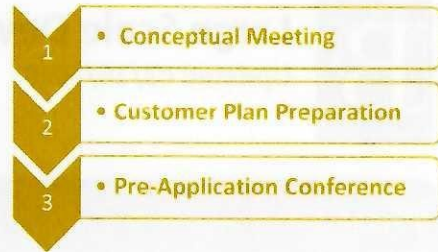
- Building Permit Issuance
- Engineering Site Inspections
- Building & Fire Inspections

## Phase 5: Project Completion

- Site Final Inspection
- Building Final Inspection
- Certificate of Occupancy

## Phase 1: Plan Preparation

The Plan Preparation phase consists of gathering important information, meeting with departments about development requirements and specifications and working out the details of the development proposal.



### 1. CONCEPTUAL MEETING Planning Dept. – Not Mandatory -

The Conceptual Meeting is the first step in the development review process. The customer and Planning Department meet to discuss the development plans. Planning will analyze the proposed land use with the zoning district, summarize the development review process, and provide the customer a copy of the Pre-Application Conference Requirements. This meeting may or may not occur depending on how much information the customer has on hand and their level of understanding of the review process.

- a. *Scheduling.* Customer schedules a Conceptual Meeting with the Planning Department ((479)271-3122, [planning@bentonvillear.com](mailto:planning@bentonvillear.com)). Planning Department is located at 305 SW A Street.
- b. *Meeting.* Planner will facilitate the meeting with the customer. Other departments may participate as needed.

*Resources:* [Pre-Application Conference Requirements](#)

### 2. CUSTOMER PLAN PREPARATION

Customer prepares the Large Scale Development or Preliminary Plat following the items listed on the Pre-Application Conference Requirements form. Customer will meet with the appropriate department to discuss specific items, if necessary.

*Resources:*

<a href="#">Pre-Application Conference Requirements</a>	<a href="#">Zoning Code</a>
<a href="#">Subdivision Code</a>	<a href="#">Street Specifications</a>
<a href="#">Electric Specifications</a>	<a href="#">Drainage Manual</a>
<a href="#">Water &amp; Sewer Specifications</a>	

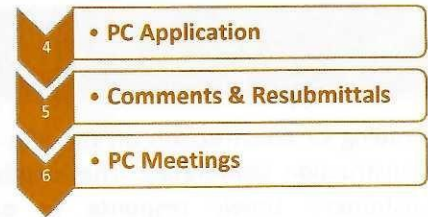
### 3. PRE-APPLICATION CONFERENCE Planning Dept. - Mandatory -

The customer and city departments will collectively review the plans. Each department must sign the Authorization to Apply form to signify that the project is ready for review by the Planning Commission.

- a. *Scheduling.* After preparing plans in accordance with the Pre-Application Conference Requirements, the customer schedules a Pre-Application Conference, which take place on Wednesdays, with the Planning Department and sends site and utility plans via email.
- b. *Meeting.* At the Pre-Application Conference, departments will review the plans and determine if the customer has met the Pre-Application Conference Requirements. If so, each department must sign the Authorization to Apply.
- c. *Next Step.* Once all departments have signed the Authorization to Apply, customer can proceed to Phase 2: Planning Commission Approval.

*Resources:* [Planning Commission Schedule](#) [Authorization to Apply](#) [Project Permits](#)

## Phase 2: Planning Commission Approval



Planning Commission (PC) must approve Large Scale Developments and Preliminary Plats. The process can take a minimum of 36 days. However, the published submittal date DOES NOT guarantee a Planning Commission date. An item will be placed on the PC agenda only after all comments are satisfied. The customer is responsible for meeting submittal deadlines and addressing comments in a timely manner. Planning Commission approval gives the customer permission to proceed to Phase 3; it does not give permission to begin construction. *Resources:* [Planning Commission Schedule](#), [LSD/PP Application](#), [eTrakt](#)

### 4. PLANNING COMMISSION APPLICATION Planning Dept.

Customer will submit a [Large Scale Development \(LSD\)/Preliminary Plat Application](#) along with signed [Authorization to Apply](#) to the Planning Department (or via eTrakt) by noon on the published [submittal date](#). The application and supporting documents must include all items on the application checklist.

- a. *Application.* Customer submits a complete application to the Planning Department. Planning Department will provide customer with access information to check status online through eTrakt.
- b. *Review.* Each department begins the first submittal review and provides comments in Trakt. Customer can log onto eTrakt to see review comments.

### 5. COMMENTS AND RESUBMITTALS Planning Dept.

Departments review the submitted plans for compliance with city codes and provide comments back to the customer through eTrakt. This process goes back and forth until all department are satisfied.

- a. *1st Submittal:* Departments publish comments 1 ½ weeks (Wednesday) from the submittal deadline. The applicant has approximately 1 ½ weeks to adjust the plan to reflect the 1st Submittal Comments.
- b. *2nd Submittal:* Customer submits the 2nd Submittal to Planning (or via eTrakt) by noon on the Monday 1 ½ weeks from when the 1st Submittal Comments were published. Staff provides 2nd Submittal Comments in 1 week (Monday).
- c. *3rd Submittal:* Customer submits the 3rd Submittal the day before the Planning Commission meeting. For each additional submittal, staff comments will be available seven days from the next Monday after they are submitted.

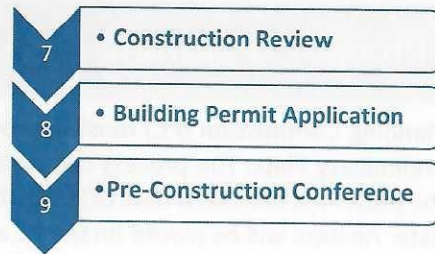
### 6. PLANNING COMMISSION MEETINGS Planning Dept. - Mandatory -

When all departments are satisfied with the submittal, the Planning Department will place the item on the Planning Commission agenda for their review and approval.

- a. *Scheduling.* The Planning Department will add the item to the PC agenda when the status in Trakt is "Approved for PC Only".
- b. *Tech Review Meeting.* PC reviews the submittal with the customer at the Technical Review Meeting, held at 4:30 p.m. on the Tuesday one week prior to the official PC meeting, at 305 SW A Street. The PC then sets the final agenda for the PC Meeting.
- c. *Planning Commission Meeting.* PC will approve or deny the submittal at the PC meeting, held at 5 p.m. the first and third Tuesday of the month, at 305 SW A Street. Planning Commission approval is contingent upon adequately addressing any remaining staff comments
- d. *Next step.* Upon PC approval, the customer can proceed to [Phase 3: Pre-Construction](#) and submit a [Building Permit Application](#). **NOTE: Planning Commission approval does not mean construction can begin. It can only begin after completion of Phase 3.**

## Phase 3: Pre-Construction

Grading or construction on the site cannot begin until after the Pre-Construction Conference. The length of this process depends on the customer's timely response to outstanding comments and the completeness of architectural plans.



### 6. CONSTRUCTION REVIEW & ELECTRIC DESIGN Engineering Dept.

Customer works with the Engineering Department and other utility departments to address outstanding comments from the PC approval. In the meantime, the Electric Department initiates electric service design.

- a. *Address comments.* Customer works with departments to address outstanding comments.
- b. *Pay fees.* Customer pays fees required for the development, including fees-in-lieu, directly to the department requesting the fee.
- c. *Result.* Departments will result reviews in eTrakt. All comments must be addressed prior to the Pre-Construction Conference.

### 7. BUILDING PERMIT APPLICATION (LSD Only) Building Inspection & Fire Marshal

Customer submits a complete building permit application to Building Inspections. Building Inspections and the Fire Department must preliminarily accept the plans prior to the customer proceeding to the Pre-Construction Conference.

- a. *Submittal.* Customer submits building permit application to the Building Inspections Department or via eTrakt.
- b. *Review.* Building Inspections will review for compliance with the building codes and the Fire Marshal will review for compliance with fire codes.
- c. *Result.* Building Inspections and Fire Marshal will result reviews in eTrakt. A preliminary acceptance is required prior to the Pre-Construction Conference.

Resources: [Building Codes](#) [Fire Codes](#) [Building Permit Applications](#)

### 8. PRE-CONSTRUCTION CONFERENCE Engineering Dept. - **Mandatory** -

The customer and staff will discuss the construction process, staff will stamp construction plans, and identify the inspections and permits required.

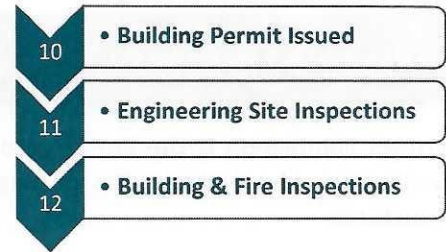
- a. *Scheduling.* Customer can schedule a Pre-Construction Conference, held on Tuesday, with the Engineering Department when all of the following have been met:
  - ✓ All city department comments are addressed.
  - ✓ Building Inspections and Fire Marshals have preliminarily accepted the architectural plans.
  - ✓ Outside agency approvals have been submitted to Engineering (ArDOT, ADEQ, ADH, etc.).
  - ✓ Customer has paid all fees, including fees-in-lieu.
- b. *Meeting.* The customer and staff will discuss the construction process following the Pre-Construction Checklist. Staff will stamp construction plans that serve as the official record that must be kept on the construction site. Staff will complete the Project Inspections forms.
- c. *Next Step.* After the Pre-Construction Conference, customer can proceed to Phase 4: Construction and Inspections. For preliminary plats, the customer may submit a Final Plat application at any time after the Pre-Construction Conference.

d. Resources: [Pre-Construction Checklist](#) [Project Inspections](#) [Project Permits](#)



## Phase 4: Construction & Inspections

After the Pre-Construction Conference, Building Inspection can issue the building permit and construction can commence. Inspections take place by various departments throughout the construction process. If an inspector finds that construction is inconsistent with approved plans, the city has the authority to issue a stop work order and require the customer to go back through the process, beginning with a new application and planning commission approval.



### 10. BUILDING PERMIT ISSUED (LSD Only) Building Inspection

After the Pre-Construction Conference, Building Inspection may issue the building permit.

- a. *Review.* Building Inspections and Fire will conduct a final review of the building plan and site plans for compliance with Building and Fire Codes. Building Inspections will set up the permit in TrakIt and identify the sequence of inspections based on the Project Inspections form completed at Pre-Con.
- b. *Fees.* Customer pays all building permit fees to the Building Inspections Department or via eTrakIt.
- c. *Issuance.* Building Inspections will issue the building permit when the following have been met:
  - ✓ Engineering held the Pre-Construction Conference.
  - ✓ Fire Marshal approved the permit in eTrakIt.
  - ✓ Building Inspections approved the permit in eTrakIt.
  - ✓ Customer paid permit fees.

Customer can pick up the building permit and placard from the Building Inspections Department or can print from eTrakIt. Placard must be posted on-site during construction.

*Resources:*

### 11. ENGINEERING SITE INSPECTIONS Engineering Dept.

Customer builds the development per the approved, stamped plans and is responsible to ensure the project complies with the approved plans. During construction, the Engineering Department will inspect the site for compliance with city codes.

- a. *Scheduling.* Customer schedules site-related inspections with Engineering.
- b. *Inspection & Results.* Inspections are conducted and pass/fail results are documented in TrakIt.
- c. *Re-inspection.* If Engineering fails an inspection, the customer is responsible for making corrections and scheduling a re-inspection (re-inspection fees apply).
- d. *Next step.* If the project is a preliminary plat and is complete, the customer can proceed to Phase 5: Project Completion.

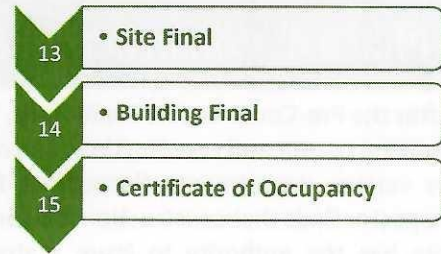
### 12. BUILDING & FIRE INSPECTIONS (LSD Only) Building Inspection & Fire Marshal

Building Inspectors inspect structures for compliance with building, electric, plumbing and HVAC codes. Fire Marshals inspect the site and building for compliance with the Fire Code.

- a. *Scheduling.* Customer schedules building inspections with the Building Inspection Department and Fire inspections with the Fire Marshal, or via eTrakIt, in the order provided on the Project Inspection form. Requests for inspections should be made 24 hours prior to when the inspection is requested.
- b. *Inspections & Results.* Inspections are conducted and pass/fail results are documented in TrakIt.
- c. *Next step.* If the project is an LSD and is complete, the customer can proceed to Phase 5: Project Completion.

## Phase 5: Project Completion

Project completion is the last step for a large scale development or preliminary plat and consists of final inspections for the site and structures.



### 13. SITE FINAL INSPECTION Engineering Dept.

All departments participate in the Site Final Inspection to ensure that their portion (electric, water, sewer, planning, engineering, fire) was installed per the approved plans and meets code. Engineering determines if the site is complete or substantially complete before the customer can proceed to the next step of scheduling a Building Final Inspection.

- Scheduling.* When the site construction is complete, the customer schedules a Site Final Inspection with the Engineering Department, which occur on Thursdays.
- Inspections & Results.* Individual departments conduct their reviews using the Site Final Checklist and provide comments and pass/fail results in TrakIt by the following Monday.
- Next Step.* For LSD's, when staff passes the Site Final Inspection the customer can schedule a Building Final inspection. **NOTE: A Building Final Inspection will not be scheduled until the Site Final Inspection passes.**

Resources: [Site Final Checklist](#)

### 14. BUILDING FINAL INSPECTION (LSD Only) Building Inspection & Fire Marshal

The Building Inspection Department and Fire Marshal participate in the Building Final Inspection to check for compliance with building and fire codes. The Building Final Inspection will not be scheduled until the Site Final Inspection has passed. The project must pass the Building Final Inspection to be eligible for a Certificate of Occupancy.

- Fee.* Customer pays impact fees and all other outstanding fees, such as re-inspection fees.
- Scheduling.* The customer can schedule a Building Final Inspection when the following have been met:
  - ✓ Customer has paid all fees.
  - ✓ Engineering has passed the Site Final Inspection.
- Inspections & Results.* A Building Inspector and a Fire Marshal will conduct the Building Final Inspection and document the pass/fail results in TrakIt. Both departments must pass their portion of the Building Final Inspection for the Building Final Inspection to be complete.

*Next Step.* When the Building Final Inspection is passed and complete, the customer can request a Certificate of Occupancy.

### 15. CERTIFICATE OF OCCUPANCY (LSD Only) Building Inspection & Fire Marshal

A Certificate of Occupancy (C of O) is the official documentation that the project/building meets codes and is ready for human occupancy. The building must have a C of O in order to change utilities out of the contractor's name and into the occupant's name. A temporary C of O may be issued if:

- ✓ Engineering determined the project to be substantially complete.
- ✓ Building Inspection and Fire Marshal have outstanding issues that are not life-safety issues.

# Bentonville Fire Department Permit Fee Schedule

Effective July 1, 2018

DESCRIPTION	UNIT	FORMULA	FEE
Construction Permit - New Construction-fire sprinkler system 105.7.1 (50,000 sq ft. max)	sf	.05 per square ft.	\$ 58.00
Construction Permit - Remodel or Tenant in-fill-fire sprinkler system 105.7.1			\$ 58.00
Construction Permit - Sprinkler modification with no building modifications 105.7.1		\$145 for 1 hood 72.50 for each additional	
Construction Permit - Kitchen hood and duct suppression 105.7.1	sf	.04 per square ft.	
Construction Permit - New Construction Fire Alarm 105.7.2 (50,000 sq ft. max)			\$ 58.00
Construction Permit - Tenant in-fill or Remodel Fire Alarm 105.7.2			\$ 58.00
Construction Permit - Fire Alarm modification with no building modifications 105.7.2			
Construction Permit - Misc. Fire protection - Protection systems required by 105.7.1 and 105.7.2 not specifically covered in this fee schedule			\$ 58.00
Operational Permit - Blasting and explosives 105.6.1			\$ 58.00
Operational Permit - Commercial open burning 105.6.2			\$ 58.00
Operational Permit - Temporary reclassification of buildings for assembly use 105.6.4			\$ 58.00
Operational Permit - Temporary membrane structure and tent 105.6.5			\$ 58.00
Operational Permit - Special Events 105.6.6			\$ 58.00
Operational Permit - Special Amusement 105.6.7			\$ 58.00
Operational Permit - Open flame use 105.6.3			\$ 58.00
Plan Review resubmittal fee 113.6		1/2 of original permit price	
Plan Review revision fee 113.7	hr	1 hr minimum	\$ 58.00
Reinspection fee 109.5	hr	1 hr minimum	\$ 58.00

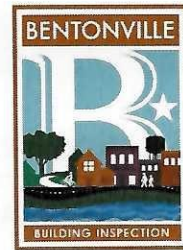


# FEE SCHEDULE

## Building Inspections

Ord. No. 2018-36, § 1, 02-13-2018

Effective July 1, 2018



### Residential

single family, duplex, mobile homes

### Building Permit (based on valuation)

\$1 - \$1,000	\$30 Minimum
\$1,001 to \$50,000	\$30 for the first \$1000 plus \$5 for each additional thousand or fraction thereof, to and including \$50,000
\$50,001 to \$100,000	\$330 for the first \$50,000 plus \$4 for each additional thousand or fraction thereof, to and including \$100,000
\$101,000 to \$500,000	\$580 for the first \$100,000 plus \$3 for each additional thousand or fraction thereof, to and including \$500,000
\$500,001 or more	\$2120.00 for the first \$500,000 plus \$2 for each additional thousand or fraction thereof

### Specific Permits

#### Electric

Base	\$30
Per Motor	\$2
Per opening	\$0.30
Per panel/sub panel	\$15

#### Mechanical

First unit	\$40
Each additional unit	\$15
Replace/upgrade	\$30

#### Plumbing

Base/minimum	\$40
Each additional bath	\$7

#### Mobile homes

Plumbing	\$30
Electric	\$30
Mechanical	\$30
Final inspection	\$30

### Miscellaneous Permits

<b>Demo Permit</b>	\$50
<b>Fence Permit</b>	\$30
<b>Moving Permit</b>	
Based	\$200
Per mile	\$200
Staff fee	\$150/person
<b>Pool Permit</b>	\$25 for first \$1,000 of valuation + \$5 for each additional \$1,000

### Miscellaneous Fees

<b>Completion/ Change of contractor</b>	\$250
<b>Work without permit</b>	Double fee
<b>Reinspection fee</b>	\$50/hr (1 hr min)

# Commercial

commercial, industrial, multifamily

## Building Permit (based on valuation)

\$1 - \$1,000	\$30 Minimum
\$1,001 to \$50,000	\$30 for the first \$1000 plus \$5 for each additional thousand or fraction thereof, to and including \$50,000
\$50,001 to \$100,000	\$330 for the first \$50,000 plus \$4 for each additional thousand or fraction thereof, to and including \$100,000
\$101,000 to \$500,000	\$580 for the first \$100,000 plus \$3 for each additional thousand or fraction thereof, to and including \$500,000
\$500,001 or more	\$2120.00 for the first \$500,000 plus \$2 for each additional thousand or fraction thereof

## Tenant Infill

\$0 - \$100,000	\$200
\$100,001 or more	Use Building Permit Fee above

## Specific Permits

### Electric

Base	\$50
Per amp	\$0.20
Per motor	\$2.50
Per opening	\$0.50
Per panel/sub panel	\$30

### Mechanical

Each up to 4 units	\$50
Each add'l unit over 4	\$15
Replace/upgrade	\$50

### Plumbing – commercial

Base	\$50
Plus 0.1% of the total project contract up to \$40,000, plus ¼ of 0.1% (0.00025) of total over \$40,000	

### Plumbing - multifamily

Base	\$40
Up to 4 units	\$20 / unit
Over 4 units	\$15 / unit

## Miscellaneous Permits

<b>Demo Permit</b>	\$100
<b>Moving Permit</b>	
Based	\$200
Per mile	\$200
Staff fee	\$150/person
<b>Re-inspection fee</b>	\$50/hr (1 hr min.)

## Miscellaneous Fees

<b>Completion/ Change of contractor</b>	\$250
<b>Work without permit</b>	Double fee
<b>Resubmittal plan review</b>	½ of permit fee
<b>Revision plan review</b>	\$50



**eTRAKIT**  
Apply & check  
Permit/Project  
status



**PLANNING  
COMMISSION**  
View agendas and  
schedule



**DATA**  
View demographics &  
reports



**CITY PLANS**  
View documents



**MAPS**  
View interactive GIS  
maps

Arkansas Act 474

[Building Permit Fees](#)

[Electric Permit Fees](#)

[Miscellaneous Permit Fees](#)

[Plumbing & Mechanical Fees](#)

[Schedule of Impact Fees](#)

Home > Government > Development Services > Departments > Building Inspection > Fees > Building Permit Fees

## BUILDING PERMIT FEES

The City of Bentonville determines the valuation of a structure using the International Code Council Building Valuation Data Table. A copy of the table is available on the [International Building Code's website](#).

The valuation table is updated every six months to provide an up-to-date "average" construction cost per square foot. Once the valuation is determined the following table is used to calculate permit fees.

### Schedule of Permit Fees

Total Valuation	Fee
\$1000 and less	\$30 minimum fee
\$1001 to \$50,000	\$30 for the first \$1000 plus \$5.00 for each additional thousand or fraction thereof, to and including \$50,000
\$50,001 to \$100,000	\$330 for the first \$50,000 plus \$4.00 for each additional thousand or fraction thereof, to and including \$100,000
\$100,001 to \$500,000	\$580 for the first \$100,000 plus \$3.00 for each additional thousand or fraction thereof, to and including \$500,000
\$500,001 and up	\$2120 for the first \$500,000 plus \$2.00 for each additional thousand or fraction thereof

### Commercial Tenant In-Fill

- Only applicable if suite/area has never been previously occupied
- \$200 for the first \$100,000 or less.
- \$100,001 or more- revert to Schedule of Permits fees above.

### Moving Fee

\$200 base fee plus \$200 per mile (within city limits) plus monitoring fee for Police (\$150) and Street Department (\$150).

### Demolition Fee

For the demolition of any building or structure, the fee shall be:

- Residential - \$50
- Commercial - \$100

### Penalties

Where work for which a permit is required by the code is started or proceeded prior, to obtaining said permit, the fees herein specified shall be doubled but the payment of such double fee shall not relieve any persons from fully complying with the requirements of the code in the execution of the work nor from any other penalties prescribed herein.

## FREQUENTLY ASKED QUESTIONS

- [What is the Difference between a Traffic Light and Street Light?](#)
- [Who do I call to report an issue with a Traffic Light?](#)
- [Who do I call to report an issue with a Street Light?](#)

## HELPFUL LINKS

<a href="#">Home</a>	<a href="#">Codes and Specifications</a>	<a href="#">Online Services / eTRAKIT</a>
<a href="#">Accessibility</a>	<a href="#">Planning Commission</a>	<a href="#">Maps / GIS</a>
<a href="#">Privacy</a>	<a href="#">Reports and Data</a>	<a href="#">Transportation Department</a>
<a href="#">Copyright Notices</a>	<a href="#">Planning Applications</a>	<a href="#">Sign / Traffic Signal Department</a>
<a href="#">Contact Us</a>	<a href="#">Board of Adjustments</a>	<a href="#">Snow Removal Procedures (PDF)</a>
<a href="#">Site Map</a>	<a href="#">City Plans</a>	

THE CITY OF BENTONVILLE PLANNING  
305 SW A Street, Bentonville, AR 72712  
Phone: 479-271-3122  
[Contact Us](#)



**Use of Copyrighted Materials or City Logo:** This site contains copyrighted materials, including the official logo of the City of Bentonville, Arkansas. Except as otherwise expressly permitted under copyright law, no copying, redistribution or publication of copyrighted material will be permitted without the consent of City and the owner of the copyrighted materials. User acknowledges that it does not gain any ownership rights by downloading copyrighted materials.

Government Websites by CivicPlus®

