

City of Van Buren
Building Department
Application for Commercial Permit
 (anything above duplex)

What is being built; _____
 Address of proposed Construction _____

Applicant:	Applicant's Address
Company Name	License #
Phone # Fax #	e-mail address
Property Owners Name	Property Owner's Address
Phone # Fax #	
Architect/Engineer responsible for job	Architect/Engineering Firm Address
Phone # Fax#	
Architect/Engineering Firm:	Arkansas License# _____ e-mail
Contractor	Contractor Company Address:
Phone # Fax #	Arkansas License #
Contracting Company	Total Square footage of Work
Phone # Fax #	
Use of Building Space	Estimated Cost of Work
Surveyor Signature	Surveyor License #

Agent Approval	

A separate permit is required for Fire Protection Systems (Fire Marshal 471-5042)
We recommend a pre-design meeting with City Staff but it is not required.
In the Historic District NO WORK can be done without a pre-construction meeting

All provisions of the building code and other City ordinances will be complied with, whether specified herein or not. Plans approved by this Department form a part of this application, I hereby certify that the statements contained herein are true and correct to the best of my knowledge and belief. I further certify that I am authorized by the owner to make the foregoing application, and that, I accept my permit for which this application is made, the owner shall be made aware of all conditions of the permit. I understand that if I knowingly make any false statements herein, I am subject to such penalties as may be prescribed by law or ordinance.

Applicant's Signature _____ Date _____

MINIMUM REQUIREMENTS FOR BUILDING PERMITS

Web Site: vanburencity.org

In addition to the provisions of Section 106 of the Arkansas Fire Prevention Code, Volume II, the following categories of applications for building permits shall contain the following information:

- (a) **New, Additions or Alterations: Tri-plex or Four-plex**
1. **Site plan (see below)**
 2. **Working drawings (see below)**
 3. **Architect stamp on plans**

NOTE: Electrical and plumbing riser diagrams can be substituted for electrical and plumbing plans

- (b) **New, Addition, or Alternations: Apartment (5 Units or more) , Commercial , Industrial**
1. **Site Plan (see below) prepared by a Arkansas registered professional engineer or Arkansas registered architect.**
 2. **Survey prepared by an Arkansas Registered Land Surveyor**
 3. **Working drawings (see below) prepared by an Arkansas registered professional engineer or architect in accordance with Arkansas Architectural Act and the Arkansas State Fire Code Volume II (pg 5)**
 4. **Approval of the Arkansas Department of Health (if needed)**

Any required site plan or working drawings shall contain the following information:

- (a) **Site Plan includes as a minimum**
1. **Legal description**
 2. **Property lines and pins**
 3. **Right-of-ways, easements of record and setbacks**
 4. **Name and locations of streets**
 5. **All existing and proposed structures**
 6. **Distance from structures to property lines**
 7. **Location of driveway(s) must meet City Ordinance**
 8. **Location and size of all public utilities underground and all visible above ground evidence, existing and/or proposed and service connections to be on site plan.**
 9. **Location and distance of fire hydrants within 500 feet area.**
 10. **Flood Plain Information and if in 100 year Elevation Certificate**
 11. **Drainage plan to meet City Ordinance including run off calculations**
 12. **Parking Arrangement showing individual spaces including all handicap spaces**
 13. **Erosion Control Plan, to meet City and State Regulations**
 14. **Arkansas Surveyor's stamp.**
- (b) **Working Drawings include as a minimum:**
1. **Foundation Plan:**
Show all foundations and footings. Indicate size, location, depth, thickness, materials and reinforcing. Show all imbedded anchoring such as anchor bolts, hold-downs and column bases. Provide soil report when requested by the Building Official.
 2. **Floor Plan:**
Show all floors including basements. Show all rooms, with their use, overall dimensions and locations of all structural elements and

openings. Show all doors and windows. Provide door, window, and interior finish schedules. Show all fire assemblies and area separations.

3. **Framing Plan:**

Show all structural members, their size, methods of attachment, location and material for floors and roofs. When required by Building Official furnish wind, floor, and seismic loads in design calculations

4. **Exterior Elevations:**

Show all views. Show all vertical dimensions and heights. Show all openings and identify the material.

5. **Building and Wall Sections:**

Show material of construction and their assembly. Show vertical dimensions.

6. **Mechanical System:**

Show the entire mechanical system. Include all units, their sizes, piping system mounting details, all duct work and duct sizes. Indicate all fire dampers when required. Provide equipment schedule.

7. **Plumbing System:**

Show all fixtures, piping, fire protection systems, slopes, material and sizes. Show point of connections to existing utilities. Provide a plumbing riser diagrams for water soil and gas. Plumbing must be reviewed and approved by Arkansas Department of Health.

8. **Electrical System:**

Show all electrical fixtures, wiring sizes and circuiting, panel schedules, shingle line diagrams, fire alarm systems, communications systems and fixture schedules. Show point of connection to existing electrical service. Provide electrical wiring diagram. The City of Van Buren does have a Electrical Ordinance that you will have to meet.

9. **Before Final Inspection for Certificate of Occupancy**

As-built PDF plans of structure with Architect/Engineers Certificate signature (when required) that this structure has been built in compliance with his plans and current City of Van Buren adopted Building/Fire Codes

Notes and Additional Information:

1. All applicable codes listed below.
 - a. 2002 Arkansas State Fire Prevention Code Vol I, II, III
 - b. 1997 NFPA Life Safety Code
 - c. 2005 National Electric Code
 - d. 2003 Arkansas Plumbing Code
 - e. 2003 Arkansas Mechanical Code
 - f. 1995 Arkansas State Gas Code
 - g. 1998 ANSI A117.1
 - h. Van Buren Electrical Ordinance
2. Applicant must comply with all other applicable state and local ordinances.
3. Property pins and strings on property lines must be on site at time of footing inspections
4. Erosion Control must be in place before site work begins.
5. Applicant must submit one hard copy and one pdf disc of plans.
6. Contractor is required to maintain a set of approved construction plans on site in an easily accessible location that is protected from weather
7. The City staff shall be allowed to require additional information, only when special conditions exist. Additional information must be requested in writing.

Asylums, hospitals, nursing or convalescent homes, regardless of capacity, schools and educational institutions having a capacity in excess of fifty pupils, and residence buildings, including dormitories, having sleeping accommodations for fifty or more persons, auditoriums, theaters, indoor stadiums, gymnasiums, churches or other places or assembly having a capacity in excess of one hundred or more persons, department stores or factories having a capacity in excess of two hundred persons the plans and specifications shall contain the following items and information

An architect's or engineer's stamp and signature on the front page of each plan submitted and architect's or engineer's stamp on each subsequent page of the plans. **Architects and engineers must be registered by the State of Arkansas.**

The following paragraph shall be placed on the front page of the plans and blueprints with the registered architect's or engineer's signature:

"I hereby certify that these plans and specifications have been prepared by me, or under my supervision. I further certify that to the best of my knowledge these plans and specifications are as required by law and in compliance with the Arkansas Fire Prevention Code for the State of Arkansas.

On the front page of the plans or blueprints the following information is to be noted regarding the project:

- (A) The occupancy classifications(s) and occupancy loads (existing and proposed) [Chapter 5, Volume II].
 - (B) The Type of Construction (existing and proposed) [Chapter 6, Volume II].
 - (C) Allowable height and building area per floor [Table 500, Chapter 5, Volume II].
 - (D) Floor areas (existing and proposed), as follows:
 - a. Area, gross floor [Chapter 2, Volume II], for each floor of all buildings.
 - b. Area, net floor [Chapter 2, Volume II] for the following occupancies:
 - 1. Assembly occupancies;
 - 2. Bowling alleys;
 - 3. Restaurants;
 - 4. All educational occupancies (including uses above the 12th Grade);
 - 5. Library reading rooms.
- When mixed occupancies exist, all occupancies' floor areas will be calculated and listed separately in accordance with the above guidelines.
- (E) Separation distances from each exterior wall to assumed and common property lines [Chapter 2, Volume II].
 - (F) Refer to section 106 of the Arkansas Fire Prevention Code, Volume II for complete listing of information to be submitted for plan review.

In accordance with Arkansas Act 1100 of 1991 (ACA 12-80-101 through 106) as amended, the structural plans of each public building and structure shall bear the following:

- (A) Licensed Arkansas Engineer's seal and signature;
- (B) A statement of reference to what seismic zone the structure is designed to satisfy;
- (C) Information required by chapter sixteen (16) of Volume II of the AFPC.

LEGAL AND CODE REQUIREMENTS FOR DESIGN AND CONSTRUCTION

Unless exempted by provisions within the Arkansas Architectural Act, plans and specifications for buildings to be constructed in the State of Arkansas which have as their principal purpose human habitation or occupancy must be prepared by an architect duly licensed and registered to practice in this state.

Exemptions under the law include: "(1) Professional engineers duly licensed or registered but only insofar as concerns work incidental to engineering practice and as the scope of their entrance-to-practice examination under the conditions of the engineers' state registration-law proves competence, providing such persons do not use the designation 'Architect' or any term derived therefrom; (2) buildings that are to be constructed for personal use, such as residences, provided such buildings are not intended, or adaptable, for public employment, assembly, or any other use under which they will be open to the public; (3) single family detached, duplex, triplex and quadruplex dwellings; (4) buildings that are constructed at a cost, not including site, of not to exceed one hundred thousand dollars (\$100,000); and further provided that such persons designing said buildings in above-said subdivisions (2), (3), and (4) are residents of the State of Arkansas and provided that they do not use the title 'Architect' or any term derived therefrom. Provided, however, that the terms of this Act shall not apply to any public school district exempted from the provisions of this Act, or all public school districts embracing cities with a population of thirty thousand (30,000), and which maintain a full-time superintendent of buildings with engineering and architectural experience. Provided, this exception shall only apply (1) to the repair and maintenance of buildings already constructed and alterations thereof, and (2) to new structures that will not exceed in cost the sum of one hundred thousand dollars (\$100,000), however, it is the total cumulative and fair market value of the project. Provided further that the provisions of this Act shall not apply to any public school district where the cost of the building, alteration, or structure does not exceed in cost the sum of one hundred thousand dollars (\$100,000)." (Arkansas Architectural Act, ARKANSAS CODE ANNOTATED 17-14-101 et seq.)

The State and its political subdivisions, such as county, city, town, township, or legally constituted boards, districts, commissions, or authorities shall not engage in the construction of public works costing in excess of \$25,000 involving the practice of engineering, unless the engineering drawings, specifications, and estimates have been prepared by, and the construction is executed under the supervision of a registered engineer. (ARKANSAS CODE ANNOTATED 22-9-101.)

In addition to the requirements and exemptions listed in the architects' and the engineers' licensing laws, the Arkansas State Fire Code Vol. II requires certain structures to be designed by an architect or engineer legally registered in Arkansas. Those structures are:

1. All structures intended for Group Assembly, Educational, and Institutional Occupancies.
2. Buildings and structures three stories or more high.
3. Buildings and structures 5,000 square feet or more in area.

EXCEPTION: One & two family dwellings, regardless of size, shall not require a registered architect or engineer.

City of Van Buren
Local Requirements
To the Adopted Electrical Code

Ordinance No. 36-2007 Adopted

In addition to the 2005 N.E.C. (National Electric Code) the following Local Electrical Requirements for the City of Van Buren, AR shall apply.

Definitions

1. **Temporary service poles**: An electrical service connected for the use of electrical power during the construction or re-construction of a structure. Temporary service shall not exceed 8 months without approved from the building official. All temporary service poles set and used in the City of Van Buren must be inspected before connected by the Power Co.
2. **Circuit**: For the purpose of counting circuits for fees the following shall constitute a circuit: Every current carrying conductor connected to a fuse or circuit breaker in an electrical panel.

General Requirements

1. **Meter base height measured to the center of the meter.**
 - a. **OG&E requirements; Min. 48 inches, Max. 66 inches, 60 inches preferred.**
 - b. **Arkansas Valley Electric requirements: 5 feet min., 6 feet max.**
 - c. **All underground service risers of PVC shall be Schedule 80 PVC.**
 - d. ***No connections , breaks, or splices may be made in the Power Company Supply Line without written permission of that Power Company. If allowed an electric power company supplied tamper proof box must be used.***
2. **All premise wiring shall be copper conductors not less than 12 gauge. (14 gauge copper permitted for smoke detectors)**
3. ***Electric shall not be bonded to water piping***
4. **Equipment disconnects shall not be installed on the equipment to be disconnected.**
5. **Electrical panels shall not be installed within 48 inches of**

combustible material, in rooms with flammable liquids or vapors, in bathrooms, or within reach of plumbing fixtures or

appliances.

6. Bathroom exhaust fans shall be sized to a minimum of 0.75 cfm per sq. foot of floor space of the bathroom. All bathroom exhaust fans must be vented to the outside air.
7. Circuit continuity shall be continuous and not depend on a device. Feed through receptacles and lighting fixtures are prohibited. (exception :GFI receptacles may be used to protect other receptacles downstream in kitchens and bathrooms only)
8. All electrical work shall be preformed by an Arkansas licensed electrician. Only master licensed electricians may take out an electrical permit.

Exception: A homeowner living in their home, may get a permit and do the wiring themselves.

Commercial Industrial Wiring

All wiring in structures built pr remodeled in a Zoning classification of Commercial, Industrial, or Government: and all structures used for any other than; Single family, tow family or multi-family dwelling shall comply with the following:

1. All conductors shall be in conduit.
2. Flexible Metallic tubing or MC Cable may be used as a final connection to a light fixture not to exceed six feet, *or it may be used if it contains a 12 gauge or larger Copper ground*
3. There shall be a maximum of eight openings (lights and receptacles) on each 20 ampere circuit
3. *Where the distance from the meter base or C.T. cabinet to the distribution panel is more than five feet, a means of disconnect shall be required within twelve inches of the meter base, C.T. cabinet, or point of termination of the electric power company. The type of disconnect may be either a fused disconnect or beaker*

Residential Wiring

1. 110 volt smoke alarms shall be wired and installed by an

- electrician
2. Ceiling boxes shall be installed in ceilings where light fixtures and ceiling fans will be installed. As a minimum the ceiling boxes must be rated to carry at least 40 lbs. of weight. All ceiling boxes must be wired for both, light and fans.
 3. 20 ampere circuits shall have a maximum of 10 openings (lights and receptacles).
 4. Kitchen countertop receptacles shall have a maximum of two duplex receptacles on one circuit, and shall be protected by ground fault interrupting (GFI) devices
 5. Whirlpool tubs shall be protected by ground fault breakers.
 6. All outside receptacles shall be GFI protected.
 7. All special appliances shall be on a separated circuit to include but not limited to: refrigerators, washing machines, microwave ovens, garbage disposals and dishwashers.
 8. Each bathroom receptacles shall be on an individual circuit and the receptacle shall be GFI protected. No other outlets shall be on that circuit. All bath heaters shall be on a separate circuit and not connected to the bathroom circuit.

Fees for extra trip and temporary services.

Extra trip fees and temporary service inspection fees shall be twenty dollars (\$20) per trip.

Conflicts

Where a conflict occurs between any of the electrical codes, the most restrictive shall apply.