Notice to Commercial Permit Applicants

In order to expedite the plan review process, the following requirements will be strictly adhered to:

1. New commercial construction requires 2 complete sets of plans. (no specs) plus 1 CD (PDF format)
2. Commercial remodels require 2 sets of plans plus 1 CD (PDF format)
3. All contractors must be properly licensed and bonded with the City of NLR.
4. An Arkansas registered architect or engineer's seal must be affixed to every page and signed when construction is over $100,000 in value (excluding land) or when the construction is over 5000 square feet in size or over three stories. **All** assembly, educational or institutional buildings must be stamped and signed regardless of size.
5. All commercial plumbing plans must be submitted to the Arkansas State Board of Health, Plumbing and Natural Gas Division for review.
6. Separate permits are required for building, plumbing and electrical work.
7. Submitted plans must include to be reviewed:
   A title page or index cover sheet identifying the project & listing all of the included drawings.
   A survey and site plan indicating distances from existing or proposed buildings and property lines, sidewalks and curbs and gutters whether they be internal or street improvements. Driveway widths and turning radii should also be shown. Distances and locations of existing fire hydrants and any proposed new fire hydrants must be shown.
   Structural plans including foundations, framing, roof trusses and all other associated drawings. If the project is a remodel of an existing structure, then an asbestos survey must be included.
   Plumbing plans including DWV riser diagrams, a water riser diagram and a gas Piping layout.
   An electrical riser diagram, floor plan, reflected ceiling plan showing location of Exit lights and emergency lighting. An unfenced main disconnect must be shown. Exhaust fans in restrooms, and cooking hood fans with a fire suppression system Over grills, ranges and deep fryers may be on the mechanical plans.
   A landscape plan (can be part of the site plan) illustrating all landscape Improvements, including parking lot shading, street trees, screening or buffers Where required and parking lot spaces with A.D.A. spaces and ramps denoted. Names of all trees, including the Latin botanical names and size at planting, must be included. A diagram of the sprinkler system and location of the R.P.Z. shall be included on the landscape plan.
8. The following paragraph shall be placed on the cover sheet and be signed by the architect or engineer "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".

8. On the front page of the plans or blueprints the following information shall be noted regarding the project:
   (A.) The occupancy classification(s) and occupancy loads (existing and proposed) (chapter 3,Vol. II)
   (B.) The type of construction (existing and proposed) (chapter 6,Vol.II)
   (C.) allowable height and building area per floor. (Table 500 Vol.II)
   (D.) floor areas (existing and proposed) as follows:
      (I) gross floor area for each floor of all buildings.
      (II) net floor area 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.

In buildings having mixed occupancies, all floor areas will be calculated and listed separately. Separation distances from each exterior wall to assumed and common property lines shall be noted.

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 engineer's seal and signature
(B.) a statement of reference to what seismic zone the structure is designed to satisfy.
(C.) The information required by chapter 16 of volume II of the AFPC.

Please be aware that the Community Planning Department will no longer accept plans that are not complete.

Sincerely,

Jim Briley
Plans Examiner