

Guide to Residential Construction

Steps to follow prior to Construction

BUILDING PERMIT

- Set up a preliminary appointment with City Inspector.
- Obtain a Building Permit Application Form
- Complete Form and attach the following:
 - a) A scale drawing of the subject property with the proposed structure shown. Detailed setbacks to all property lines from the proposed structure shall be noted on the drawing as well as sidewalk details if sidewalk is required.
 - b) Size of Electric, Water, and Sewer services will need to be determined.
 - c) A Check for Permit Fees which includes the costs of all inspection charges.

CONTACT **ARKANSAS ONE CALL AT 1-800-482-8998** TO HAVE ALL UNDERGROUND UTILITIES LOCATED PRIOR TO DIGGING OR EXCAVATING AT THE CONSTRUCTION SITE. STATE LAW REQUIRES A 48 HOUR NOTICE PRIOR TO DIGGING.

ORDER OF INSPECTIONS

- Foundation Inspections – after trenches are excavated and forms and rebar are installed.
- Underground Inspections – open trenches for electrical conduit or cable, plumbing, piping, underground ductwork, and fuel pipe, prior to backfill being put in place.
- Framing & Rough-in – after roof, all framing, fire blocking, bracing, wiring, all pipes, chimneys, ducts, and vents, including all concealed components are complete prior to the installation of wall or ceiling cover.
- Final Inspections – of all completed structure after building is completed and ready for occupancy. Required electrical fixtures, plumbing fixtures, mechanical systems, and gas systems must be in place and properly connected and operating in compliance with city adopted building codes.

INSPECTIONS AND CERTIFICATIONS

It is the duty of the person doing the work authorized by the permit to notify the building inspector when he/she is ready for each inspection. Unless other arrangements have been made a certified installer or homeowner doing his/her own installation shall be present for each inspection.

Work shall not be done beyond the point indicated in each successive inspection without first obtaining approval of the Building Inspector.

A Certificate of Occupancy is issued upon satisfactory completion of the structure, all site work is completed and permanent utility accounts are established. The occupants are then able to move into the structure for its intended residential use.