

Commercial Plan Review Submittal Requirements

Interior Alterations, Tenant Improvements, Change of Use

[project scope of work may not require all these submittals – contact a plans examiner for clarification]

Submit Directly to Plans Examiners:

Building Codes Division, 723 West Markham, 2nd floor, Little Rock, Arkansas 72201

Curtis Richey 501-371-4724 crichey@littlerock.gov

Mark Alderfer 501-371-4875 malderfer@littlerock.gov

- 2 Full Sets of plans including:

Building code analysis, architectural, and applicable structural, mechanical, electrical, plumbing & gas drawings.

For projects above \$100,000 valuation, drawings must be signed and sealed by the Architect of Record and licensed Professional Engineers practicing in their area of expertise and licensed in the State of Arkansas.

- 1 CD of full set of drawings in PDF format – one pdf file for entire set
- COMcheck documentation for Interior Lighting, Mechanical Systems and Building Envelope [if applicable]
- Approval letter from the AR Dept of Health Plumbing Division
- 1 completed building permit application with contact information: **name, address, e-mail, cell phone**
- Plan review fee [payable to City of Little Rock] contact permit desk at 501.371.4832 for fee amount

Submittals to other Departments and/or Utilities may be required:

Submit Directly To [if applicable]:

Little Rock Water Reclamation Authority

Attn: Gerald Gregory

11 Clearwater Drive

Little Rock, Arkansas 72204

501-688-1417 gerald.gregory@lrwra.com

1 full set of Civil, Mechanical &

Plumbing Drawings with copy of the

Building Permit Application. Include project address, proposed use and applicant contact information.

If required, plans will be forwarded to the LRWU

Environmental Assessment Division for review.

Submit Directly To [if applicable]:

Central Arkansas Water

Attn: Jason Lowder

221 East Capitol Ave

Little Rock, Arkansas 72203

501-377-1245 jason.lowder@carkw.com

Submit 1 copy of the building permit application and 1 copy of the Site Utility Plan in pdf format - via email preferred.

Must show size and location of proposed meter[s]. Include project address, proposed use and contact information.

Submit Directly To:

Arkansas Department of Health

Plumbing Division

Attn: Bill Sims

4815 West Markham Street, Slot 24

Little Rock, Arkansas 72205

501-661-2642

william.sims@arkansas.gov

Full set of plumbing and gas drawings including utility connections. Separate review application and fees required.

If applicable, drawings will be forwarded to Food Services Section for review and approval.

Steve Hedges, 501.661.2171

Stephen.hedges@arkansas.gov

Submit Directly To [if building is sprinkled]:

Little Rock Fire Department

Fire Marshal's Office

Attn: Captain Tony Rhodes

624 S. Chester Street

Little Rock, Arkansas 72201

501.918.3757

rhodes@littlerock.gov

Full set of plans including: Architectural, Mechanical, Electrical & Plumbing, Civil with drives dimensioned Site Utility Plan showing fire hydrants locations.

Floor Plans to show locations of Riser Room, FDC connection and Main Electrical Disconnect.