

Commercial Plan Review Submittal Requirements

All submittals must meet the criteria of the Arkansas State Board of Architects, Landscape Architects, and Interior Designers <http://asbalaid.arkansas.gov>. Drawings that are not stamped, of sufficient detail, and partial submissions will not be accepted.

For the following “**routed**” projects:

- new commercial buildings
- additions to commercial buildings (height or area)
- projects where the valuation exceeds 50% of the replacement cost of the building

Send to:

City of Little Rock
Commercial Plan Review Department
723 W. Markham, 2nd floor
Little Rock, AR 72201

2 full sets of stamped drawings – architectural, mechanical, electrical, plumbing
2 sets of the civil sheets
2 copies of the site utility plan
1 set of the landscape sheets
1 stamped legal survey
1 copy of the specifications
1 completed building permit application with applicant contact information

Send to:

Little Rock Wastewater Utility
Attn: James Boyd, P.E.
11 Clearwater Dr.
Little Rock, AR 72204

Send to:

Central Arkansas Water
Engineering Division
Attn: Daniel Tull
221 E. Capitol Ave.
Little Rock, AR 72203

1 full set of stamped drawings
1 loose copy of the site utility plan
Include project address, proposed use,
and applicant contact information.

1 set of the plumbing sheets
1 loose copy of the site utility plan
Include project address, proposed use,
and applicant contact information.

(end of section for “routed” job submittals)

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For the following “**non-routed**” projects where no additional area outside the existing building footprint is being added including:

- tenant improvements or remodeling involving any reconfiguration of space (e.g. demo, expansion, etc.)
- where any work area exceeds 50% of the aggregate area of the building, space, or floor
- where new equipment, fixtures, or systems are installed in an existing space
- where an occupancy or use has changed
- where an architect or engineer has been engaged to provide detailed drawings or professional services

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2 full sets – architectural, mechanical, electrical, plumbing
1 completed building permit application

(end of section for “non-routed” project submittals)

If you have questions regarding submittals not covered here please call the Commercial Plan Review Department at (501) 371-4839.