

## Commercial Plan Review Requirements

**The applicant is required to submit the following plans & documents to each listed entity for these projects:**  
New Commercial Buildings; Additions to Buildings; Accessory Buildings; Parking Lots

### **Submit Directly to Plans Examiners:**

Building Codes Division, 723 West Markham, 2<sup>nd</sup> floor, Little Rock, Arkansas 72201

Curtis Richey 501-371-4724 [crichey@littlerock.org](mailto:crichey@littlerock.org)

Mark Alderfer 501-371-4875 [malderfer@littlerock.org](mailto:malderfer@littlerock.org)

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

2 Full Sets of signed & sealed drawings including:

Building code analysis & architectural signed & sealed by Architect of Record; Legal survey; civil, structural, landscaping, mechanical, electrical, plumbing & gas signed and sealed by licensed P.E. Contact a plans examiner for confirmation of required drawing.

3 CDs of full set of drawings in PDF format – one pdf file for entire set

1 additional set of the Civil Sheets

2 additional copies of the Site Utility Plan

1 additional copy of the legal survey - stamped and signed

1 additional set of the Landscape Plans [projects larger than 1 acre require a Landscape Architect's stamp and signature]

1 completed building permit application with applicant contact information

Include contact information: **name, address, e-mail, phone, and fax**

Plan review fee – check made payable to City of Little Rock – contact a plans examiner for fee amount

### **Submit Directly To:**

#### **Little Rock Wastewater Utility**

Attn: Allen Gatlin

11 Clearwater Drive

Little Rock, Arkansas 72204

501-688-1417 [allen.gatlin@lrwu.com](mailto:allen.gatlin@lrwu.com)

1 full set of Civil, Mechanical &

Plumbing Drawings. Include project address, proposed use and applicant contact information.

### **Submit Directly To:**

#### **Central Arkansas Water**

Attn: Jason Lowder

221 East Capitol Ave

Little Rock, Arkansas 72203

501-377-1245 [jason.lowder@carlw.com](mailto:jason.lowder@carlw.com)

**SUBMIT 1 COPY OF THE BUILDING PERMIT APPLICATION FORM AND 1 COPY OF THE SITE UTILITY PLAN – PDF/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: George Penning

4815 West Markham Street, Slot 24

Little Rock, Arkansas 72205

501-661-2642

[george.penning@arkansas.gov](mailto:george.penning@arkansas.gov)

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

### **Submit Directly To:**

#### **Little Rock Fire Department Fire Marshal's Office**

Attn: Captain Tony Rhodes

624 S. Chester Street

Little Rock, Arkansas 72201

501.918.3757

[trhodes@littlerock.org](mailto:trhodes@littlerock.org)

One set of plans including Civil Site Plan with driveway dimensions, Site Utility Plan showing fire hydrants, & Floor Plans. If applicable, Life Safety Plans, Fire Protection Plans, Riser Room, FDC connection, & Alarm System Plans.

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

Steve Hedges, 501.661.2171

[Steve.hedges@arkansas.gov](mailto:Steve.hedges@arkansas.gov)