

## Commercial Plan Review Submittal Requirements

The applicant is required to submit the following plans to each listed entity for these projects:

- New Commercial Buildings
- Additions to Buildings
- Parking lots
- Accessory Buildings

### **Deliver 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.

1 CD of full set of drawings in PDF format – one pdf file

1 additional set of the Civil Sheets

1 additional copy 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

### **Deliver Directly To:**

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

Attn: Allen Gatlin  
11 Clearwater Drive  
Little Rock, Arkansas 72204  
501-688-1426  
[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.

### **Deliver Directly To:**

#### **Arkansas Department of Health Plumbing Division**

4815 West Markham Street  
Little Rock, Arkansas 72205  
Attn: George Penning  
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 fee required.

### **Deliver Directly To:**

#### **Central Arkansas Water**

Attn: Jason Lowder  
221 East Capitol Ave  
Little Rock, Arkansas 72203  
501-377-1245  
[jason.lowder@carkw.com](mailto:jason.lowder@carkw.com)

1 copy of Site Utility Plan - via email preferred.  
Must show size and location of proposed meter(s). Include project address, proposed use and applicant contact information.

If applicable, drawings will be forwarded by Mr. Penning to Food Services Section for review and approval.  
501-661-2171  
[steve.hedges@arkansas.gov](mailto:steve.hedges@arkansas.gov)