

# Requirements for a Commercial Remodeling Permit

## 1. Commercial - Repair/Tenant Finish Out

- Two (2) sets of plans including floor plans, small building key plan, material legends and keys, partition types, mechanical, electrical and plumbing plans.
  - Drawings may be required to be stamped by an Arkansas Architect or Engineer as applicable.
  - Arkansas State Health Department Approval may be required (plumbing and/or food service division as appropriate).
  - Completed permit application form and paid plan review fee.
  - All submittals should include the correct street address for the project. If the address is unknown, it can be obtained from the Mapping & Graphics Section of Public Works, 701 West Markham Street, Glenn Haley, (501) 371-4537. Plans will not be processed without a street address. Street address should be referenced on all correspondence and submittals, as internal records are filed and maintained by address only.
2. The maximum time required to process plans for issuance of permit on remodels is five (5) working days. A letter of requirements will be faxed or mailed to the applicant or other designated person upon completion of the plan review. Provide complete name, address, phone number and fax number of all interested parties.
  3. Applicant shall submit certificate or letter of approval from the Arkansas State Health Department, (501) 661-2642, for all new construction or addition(s) involving installation of plumbing facilities, food service establishments and/or health service facilities.
  4. All permits for construction projects are obtained by the owner, general contractor or their responsible agent(s) at:  
  
**City of Little Rock Building Codes Division**  
723 West Markham, 2nd Floor  
Little Rock, AR 72201  
(501) 371-4832
  5. A review by the Zoning and Landscaping Division may be necessary depending on the nature of work. Contact Darren 'Tracy' Spillman at (501) 371-4864 with any questions. The following may be required:
    - Additional landscaping
    - Rezoning
    - Additional parking spaces
  6. A review by the Public Works Department may be necessary if addition is more than 100 square-feet and/or remodel costs are more than \$20,000.
  7. Contact Tony Rhodes of the Little Rock Fire Department at (501) 918-3757, if sprinkler systems are involved.

8. Approval from Central Arkansas Water may be necessary prior to issuing a permit. Contact Jason Lowder at (501) 377-1245 to discuss the nature of work to be done.
9. Approval from Little Rock Wastewater may be necessary prior to issuing a permit. Alan Gatlin at (501) 688-1417 to discuss the nature of work to be done. Also contact Mike Munders at (501) 688-1532 for grease trap requirements and sizing.
10. Prior approval is required before performing construction in the districts listed below.

**Capitol Zoning Dist. & Governor's Mansion**

Director  
(501) 324-9638  
(501) 324-9631 (Fax)

**River Market District**

Brian Minyard  
(501) 371-4789  
(501) 371-6863 (Fax)

**MacArthur Park Historic District**

(501) 371-4789  
(501) 399-3435 (Fax)

11. Depending upon the occupancy use, specific occupancy checklists may be obtained at this office.

*These procedures are subject to change without notice, call (501) 371-4825 for updates.*