

## **DOCUMENTS REQUIRED TO BE SUBMITTED BEFORE A PERMIT MAY BE ISSUED**

1. Provide the permit desk with a copy of the Arkansas Contractors License.
  - State Law requires that contractors be licensed in the State of Arkansas before bidding or performing work in excess of \$2,000.00. For more information, please contact:

Contractors Licensing Board  
4100 Richards Road  
North Little Rock, AR 72117  
(501) 372-4661

2. Provide the permit desk with a copy of the (city business license, aka privilege).
  - City Ordinance states that you must obtain a City Contractor's License (city business license, aka privilege) to operate with the jurisdiction of the City of Little Rock. (We do reciprocate with other cities in the State of Arkansas when the contractor has no office within the City of Little Rock). For more information, please contact:

City of Little Rock Collector's Office  
500 West Markham, City Hall  
Little Rock, AR 72201  
(501) 371-4566

3. Provide the permit desk with a Surety Bond made out to the City of Little Rock in the amount of \$10,000.
  - You may obtain your bond from any bond company or insurance company.
4. For special trades provide the permit desk with a copy of Master Licenses for Plumbing and Electrical, and a Class A License for Mechanical.

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\*For construction of new houses bring one complete set of plans and four (4) copies of your survey with the house drawn to scale.

\*For additions, decks, porches and/or fence bring four (4) copies of your survey with the addition drawn to scale.

\*Any questions concerning surveys, please contact the Zoning desk at (501) 371-4844.