

Commercial Plan Review Submittal Requirements

New Commercial Buildings; Additions to Buildings; Accessory Buildings; Parking Lots

Submit Directly to Plans Examiners:

Building Codes Division, 723 West Markham, 2nd floor, Little Rock, Arkansas 72201

Curtis Richey 501-371-4724 crichey@littlerock.gov

Mark Alderfer 501-371-4875 malderfer@littlerock.gov

[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 drawings.
- 3 CDs of full set of drawings in PDF format – one pdf file for entire set
- 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]
- 1 completed building permit application with applicant contact information: **name, address, e-mail, phone**
- Plan review fee [check payable to City of Little Rock] contact the permit desk at 501.371.4832 for fee amount
- Approval letter from the AR Dept of Health Plumbing Division
- COMcheck documentation for Building Envelope, Exterior Lighting, Interior Lighting and Mechanical Systems

Submit Directly To:

Little Rock Water Reclamation Authority

Attn: Gerald Gregory

11 Clearwater Drive

Little Rock, Arkansas 72204

501-688-1415 gerald.gregory@lrwra.com

1 full set of Civil, Mechanical &

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

If required, plans will be forwarded to the LRWU Environmental Assessment Division for review.

Submit Directly To:

Central Arkansas Water

Attn: Jason Lowder

221 East Capitol Ave

Little Rock, Arkansas 72203

501-377-1245 jason.lowder@carkw.com

Submit 1 copy of the building permit application form and 1 copy of the Site Utility Plan – pdf via 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: Bill Sims

4815 West Markham Street, Slot 24

Little Rock, Arkansas 72205

501-661-2642

william.sims@arkansas.gov

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

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

Steve Hedges, 501.661.2171

Stephen.hedges@arkansas.gov

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.gov

Civil Site Plans w/ driveway dimensions, Site Utility Plan showing fire hydrant[s] & FDC locations. Floor Plans showing locations of Fire Extinguishers, Riser Room & FDC, Reflected Ceiling Plans, Electrical Lighting, Power and Alarm System Plans showing location of Main Electrical Disconnect, Exit Signs, Emergency and Egress Lighting.