

Commercial Plan Review Requirements

The applicant is required to submit the following plans & documents to each listed entity for these projects:
Commercial Alterations / Tenant Finish

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

[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; Structural, Mechanical Electrical, Plumbing & Gas signed and sealed by licensed P.E. in their field. Contact a plans examiner for confirmation of required drawing.
- *1 CDs of full set of drawings in PDF format – one pdf file for entire set
- *1 Approval letter from the Ark. Dept. of Health Plumbing Division if plumbing modifications are being made.
- *1 Building permit application with applicant contact information: **name, address, e-mail, phone, and fax**
- *1 Plan review fee – check made payable to City of Little Rock – contact a plans examiner for fee amount

For Restaurants / Food Services

Submit Directly To:

Little Rock Wastewater Utility

Attn: Allen Gatlin
11 Clearwater Drive
Little Rock, Arkansas 72204
501-688-1417 allen.gatlin@lrwra.com

1 full set of Civil, Mechanical & Plumbing Drawings. Include project address, proposed use and applicant contact information.
EAD Division – Mikel Murders 501-688-1532

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.org

Fire Sprinkler and Fire Alarm Modification Plans as a Deferred submittal. No work until approval received direct from FM Office.