

## Commercial Plan Review Requirements

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

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

### Submit Directly 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.gov](mailto:crichey@littlerock.gov)

Carl Minyart (501) 371-4875 [cminyhart@littlerock.gov](mailto:cminyhart@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 drawing.

\*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 copies of the Site Utility Plan

\*2 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/Sign]

\* Approval letter from the Ark. Dept. of Health Plumbing Division.

\*1 Building permit application with applicant 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

### Submit Directly To:

#### Little Rock Water Reclamation Authority

Attn: Allen Gatlin

11 Clearwater Drive

Little Rock, Arkansas 72204

501-688-1417 [allen.gatlin@lrwra.com](mailto: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:

#### 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)

**SUBMIT 1 COPY OF THE BUILDING PERMIT APPLICATION FORM AND 1 COPY OF THE SITE UTILITY PLAN – PDF/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 Attn:

4815 West Markham Street, Slot 24

Little Rock, Arkansas 72205

501-661-2642

[william.sims@arkansas.gov](mailto:william.sims@arkansas.gov)

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

### Submit Directly To:

#### Little Rock Fire Department

#### Fire Marshal's Office

Captain Tony Rhodes

624 S. Chester Street

Little Rock, Arkansas 72201

(501) 918-3757

[trhodes@littlerock.org](mailto:trhodes@littlerock.org)

One copy each: Civil Site Plan with driveway dimensions, Site Utility Plan showing fire hydrants, & Floor Plans. If applicable, Life Safety Plans, Fire Protection Plans, Riser Room, FDC connection, & Alarm System Plans.

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

Steve Hedges, (501) 661-2171

[Stephen.hedges@arkansas.gov](mailto:Stephen.hedges@arkansas.gov)