

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

Stephen Crain (501) 371-4875 scrain@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 Water Reclamation Authority

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 Attn:

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

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.