



CITY OF WARD

P.O. BOX 237 • WARD, ARKANSAS 72176 • 501-843-7686

BUILDING PERMIT INFORMATION SHEET/CHECKLIST

Applicant, please initial each item below, as applicable

1. Inside City Limits

- a. Completed application for EACH location
- b. Copy of licenses for Plumber and HVAC (pocket copy)
- c. Certified Plot Plan showing planned construction

2. Outside City Limits

- a. Completed application for EACH location (No Fee)
- b. Copy of licenses for Plumber and HVAC (pocket copy)
- c. Results of Perk Test (Required if NOT connecting to a municipal sewer)

3. Fees

- a. All Permit and Inspection Fees MUST be paid before a Permit can be issued
- b. Failure to obtain a Building Permit before construction begins could subject you to a "Stop Order" and additional fees assessed per Ordinance

4. Inspections

- a. New Residential/Commercial: Provide a mailbox and place ALL permits in the box
- b. All Other Construction: Post the Permit on site
- c. Call 501-843-2271 or 501-843-7686 to schedule inspections. PLEASE provide at least 24-hour notice for an inspection
- d. Upon completion of an inspection, you will find the YELLOW copy in your on-site mailbox
- e. **Re-Inspections** cost \$12 per inspection and MUST be paid prior to the reinspection
- f. DO NOT begin the next phase of construction until the proper inspection(s) have been completed

5. Certificate of Occupancy (CO) - \$25 (Paid with Building Permit Application)

- a. Call 501-843-2271 or 501-843-7686 when ALL inspections have been completed and passed to request a CO
- b. Please allow three (3) days to process a CO
- c. Completed COs may be picked up in person, emailed or mailed
 - i. Email Address: _____
 - ii. Mail to Address: _____
- d. CO MUST be provided to the water office when the new water service is turned on OTHERWISE the water will remain in the contractor's name

6. Record Keeping

- a. Please keep a copy of your Building Permit, Inspection and CO
- b. Copies can be provided for a fee

Received by _____ (Initials)

Date/Time Stamp>