



CITY OF ELM SPRINGS
 289 JAYROE AVENUE
 P.O. BOX 74
 ELM SPRINGS, AR 72728
 (479) 248-7323 Fax: (479) 248-1092
www.elmsprings.net

COMMERCIAL

PERMIT APPLICATION

APPLICATION # _____

PROPERTY INFORMATION			
Project Address _____	City _____	Zip _____	
Subdivision _____	Lot # _____	County <input type="checkbox"/> Washington	<input type="checkbox"/> Benton
Property Owner / Developer _____		Primary Phone (____) _____	
Address _____	Suite _____	Secondary Phone (____) _____	
City _____	State _____	Zip _____	Email _____
Applicant _____		Primary Phone (____) _____	
Address _____	Suite _____	Secondary Phone (____) _____	
City _____	State _____	Zip _____	Fax # (____) _____
Project Contact Person _____		Email _____	
SCOPE OF WORK & BUILDING INFORMATION			
Permit Type: <input type="checkbox"/> New Building	<input type="checkbox"/> Addition	<input type="checkbox"/> Alteration	Does this work constitute a change of occupancy? <input type="checkbox"/> Yes <input type="checkbox"/> No
Total Area (SF) for this permit (new work) _____		Total Construction Cost \$ _____	
Description of Work: _____			
<input type="checkbox"/> Work includes building façade or site work changes (i.e. building material or color change, exterior lighting, exterior equipment change, parking, etc..)			
Description of Work: _____			
TENANT INFORMATION			
Business Name of Tenant _____		First-time tenant in this space? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Business Activities of the Tenant _____			
UTILITY INFORMATION			
Water <input type="checkbox"/> Public <input type="checkbox"/> Private (well)	* New structures and existing structures constructed since October 1, 2001 are required to connect to the City's public sewer system. The tap fee, capacity fee and sewer permit fee shall be paid at the time the building permit or sewer permit is issued.		
Sewer <input type="checkbox"/> Public <input type="checkbox"/> Private (septic)*			
PROPERTY OWNER'S STATEMENT			
PROPERTY OWNER'S STATEMENT			
I hereby certify that I have the authority to make the necessary application, that all information in this application is correct and all work will comply with the State Building Code and all other applicable State and local laws and ordinances and regulations or private building restrictions, if any, which may be imposed by deed. The Building Official will be notified of any changes in the approved plans and specifications for the project herein prior to implementation. Fees will be calculated by staff based on applicant information provided at the time of building permit application review.			
CHECK ONE OF THE FOLLOWING BOXES:			
<input type="checkbox"/> This permit application is for new work		<input type="checkbox"/> This permit application is to legalize work performed without a permit, inspections or approvals. I understand that this work must conform to the current code in effect and all wall coverings and insulation must be removed to expose all work done without a permit so all work can be visually inspected by the code enforcement official.	
Property Owner/Agent (print) _____		Signature _____	Date _____

CONTRACTOR INFORMATION

GENERAL CONSTRUCTION (Building)

Contractor (Company Name) _____ Phone # (____) _____
Address _____ City _____ State _____ ZIP _____
Email _____ Fax # (____) _____ Building Cost \$ _____
Contact Person _____ License # _____ Class _____

PLUMBING/GAS

Contractor (Company Name) _____ Phone # (____) _____
Address _____ City _____ State _____ ZIP _____
Email _____ Fax # (____) _____ Plumbing Cost \$ _____
Contact Person _____ License # _____ Class _____

MECHANICAL/HVAC

Contractor (Company Name) _____ Phone # (____) _____
Address _____ City _____ State _____ ZIP _____
Email _____ Fax # (____) _____ Mechanical Cost \$ _____
Contact Person _____ License # _____ Class _____

ELECTRICAL

Contractor (Company Name) _____ Phone # (____) _____
Address _____ City _____ State _____ ZIP _____
Email _____ Fax # (____) _____ Mechanical Cost \$ _____
Contact Person _____ License # _____ Class _____

FIRE SUPPRESSION

Contractor (Company Name) _____ Phone # (____) _____
Address _____ City _____ State _____ ZIP _____
Email _____ Fax # (____) _____ Building Cost \$ _____
Contact Person _____ License # _____ Class _____

FLOODPLAIN

Is this property located within the FEMA 100-yr Floodplain?* Yes** No

* Floodplain Maps are available for viewing at City Hall as well as on the FEMA, Washington County and Benton County websites.

** If the property is affected by the floodplain, the structures will have to meet the requirements of the City's Flood Damage Prevention Code. An elevation Certificate prepared by a licensed surveyor or engineer will be required before obtaining a building permit.

CITY OF ELM SPRINGS APPROVALS (To be completed by City for all projects)

Planning Review* N/A Setbacks Zoning Floodplain Site Grading and Drainage

Reviewed By: _____ Date: _____ Expiration Date: _____

Notes: _____

* All new commercial buildings are required to have approval for the development by the Planning Commission prior to application for the building permits.