



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

RESIDENTIAL PERMIT APPLICATION

APPLICATION # _____

****NOTE: Must Submit Copy of Master License and current insurance with each Application****

PROPERTY INFORMATION		
Project Address _____	City _____	Zip _____
Subdivision _____ Lot # _____	County <input type="checkbox"/> Washington	<input type="checkbox"/> Benton
Property Owner _____	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		
FOR NEW DWELLINGS: Check This Box and Complete Page 4 <input type="checkbox"/>		Total Construction Cost \$ _____
Description of Work: _____ _____ _____		
Total Area (SF) of the new work: _____		
Permit Type: <input type="checkbox"/> Single Family Dwelling <input type="checkbox"/> Townhouse <input type="checkbox"/> Duplex (a separate permit is required for each unit)		
<input type="checkbox"/> Addition to Bldg. <input type="checkbox"/> Alteration to Bldg. <input type="checkbox"/> Mobile Home Moving <input type="checkbox"/> Accessory Structure (complete page 3 of the application)		
UTILITY INFORMATION		
Water <input type="checkbox"/> Public <input type="checkbox"/> Private (well)	* New homes and existing homes 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 _____

PLOT PLAN (Two copies of the plot plan are required)

- Draw with a permanent medium (no pencil) showing the entire lot with the outline of all buildings located on the lot.
- Draw to an engineer's scale (1" = 20' or 1" = 30') using the largest scale that will fit on 8 1/2" x 11" or 11" x 17" paper.
- Include cantilevers, decks, porches, driveways, retaining walls, HVAC equipment, water service/meter, electrical service/meter and sewer components.
- Include easements, rights of way and building setbacks.
- Include dimensions for all proposed buildings and structures consistent with the plans provided for review.
- Include the distance from each property line to the proposed building or structure at the nearest point as measured at a right angle to the property line.
- Include flow arrows that depict the direction storm water will travel across this lot.

**INFORMATION FOR PROPOSED ACCESSORY STRUCTURES
IF YOUR PROJECT IS A NEW DWELLING, SKIP THIS PAGE AND GO TO PAGE 4**

COMPLETE THE SECTIONS THAT BEST DESCRIBE THE WORK YOU INTEND TO PERMIT WITH THIS APPLICATION. CHECK THE APPROPRIATE BOX AND PROVIDE THE DIMENSIONS AND OVERALL SQUARE FOOTAGE OF THE PROJECT.

ACCESSORY STRUCTURE (Structures attached to the main dwelling or detached structures without sides or walls)		
<input type="checkbox"/> Deck (wood or composite)	Size: _____ X _____	Total Floor Area (SF): _____
<input type="checkbox"/> Porch with roof (screened or open)	Size: _____ X _____	Total Floor Area (SF): _____
<input type="checkbox"/> Structure without sides (carport, gazebo)	Size: _____ X _____	Total Floor Area (SF): _____
<input type="checkbox"/> Sunroom (a structure where the combined area of windows and skylights exceed 40% of the total area of the exterior walls and roof)		
<input type="checkbox"/> Unheated <input type="checkbox"/> Heated by: <input type="checkbox"/> Gas <input type="checkbox"/> Electric	Size: _____ X _____	Total Floor Area (SF): _____
<input type="checkbox"/> Pergola/Trellis	Size: _____ X _____	Total Floor Area (SF): _____
<input type="checkbox"/> Other _____	Size: _____ X _____	Total Floor Area (SF): _____
DETACHED BUILDING (Enclosed structures separated from the main dwelling)		
<input type="checkbox"/> Storage building, workshop, garage or barn*	Size: _____ X _____	Total Floor Area (SF): _____
* Detached accessory structures greater than 600 sf and located in any zoning classification other than A-1 are required to first obtain approval from the Planning Commission.		
SWIMMING POOLS, HOT TUBS & SPAS		
<input type="checkbox"/> Spa or hot tub supported by a deck *	Size: _____ X _____	Total Area (SF): _____
<input type="checkbox"/> Spa or hot tub supported by a concrete slab	Size: _____ X _____	Total Area (SF): _____
<input type="checkbox"/> Swimming Pool	Size: _____ X _____	Total Area (SF): _____
<input type="checkbox"/> Patio/decking associated with pool	Size: _____ X _____	Total Area (SF): _____
<input type="checkbox"/> Other _____	Size: _____ X _____	Total Area (SF): _____
*Deck requires foundation design by a licensed Professional Engineer or Architect (provide the design with this application)		

**PLAN INFORMATION SUPPLEMENT
COMPLETE THIS SHEET FOR NEW DWELLINGS ONLY**

NEW DWELLING DETAILS

Dwelling Type: Single Family Detached Single Family Attached (Townhouse) Duplex

Construction: Conventional/Built on Site Modular (factory built) Manufactured (factory built)

Foundation: Basement Crawl Space Slab

Number of Stories: _____ Mean Bldg Hgt (ft): _____ Number of Bedrooms: _____ Number of Bathrooms: _____

Finished Basement: Yes No Finished Attic: Yes No Fireplace: Masonry Gas

SQUARE FOOTAGE

COVERED AREAS (UNDER ROOF) IN SQ FT				UNCOVERED AREAS (NOT UNER ROOF)		
Description of Area	<input checked="" type="checkbox"/>	Finished (SF)	Unfinished (SF)	Description of Area	<input checked="" type="checkbox"/>	Square Footage
<input type="checkbox"/> Basement				<input type="checkbox"/> Deck		
<input type="checkbox"/> 1 st Floor				<input type="checkbox"/> Patio/Terrace		
<input type="checkbox"/> 2 nd Floor				<input type="checkbox"/> Other _____		
<input type="checkbox"/> 3 rd Floor/Walk-up Attic				Totals		
<input type="checkbox"/> Attached Garage						
<input type="checkbox"/> Front Porch						
<input type="checkbox"/> Screen Porch						
<input type="checkbox"/> Open Covered Porch/Deck						
<input type="checkbox"/> Sunroom						
<input type="checkbox"/> Other _____						
Totals				Total Area Under Roof (Finished + Unfinished)		

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 Accessory Structure Requirements

Reviewed By: _____ Date: _____ Expiration Date: _____

Notes: _____