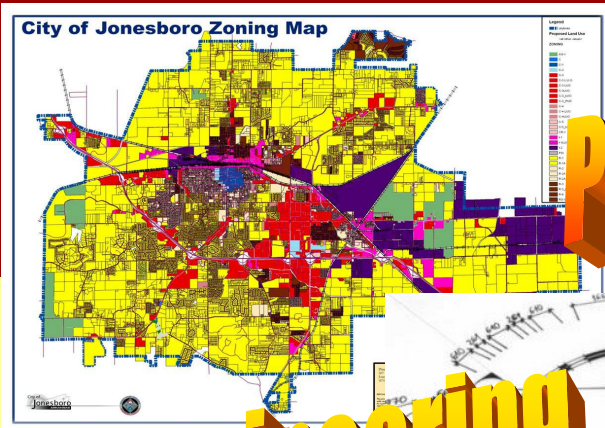


City of Jonesboro

Plan Submittal Requirements



Planning

Engineering



Architectural

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INTRODUCTION

The City of Jonesboro desires to provide the best customer service possible to all builders, contractors, engineers and architects in their development efforts. We will strive to provide fast, friendly and efficient service at all times.

This booklet has been put together as a basic guide in the development process and to help answer questions about the permitting and building process in Jonesboro. Codes and requirements found in this booklet are not intended to be all-inclusive, as many requirements will vary dependant on the scope and complexity of the project. Our intent is to help guide you through the development process in the City of Jonesboro from the planning stage all the way to your final certificate of occupancy.

Please feel free to contact any department head listed below for any questions or special circumstances you may be experiencing.

Planning & Zoning Department
Department Head Otis Spriggs
307 Vine ST.
Jonesboro, AR. 72401
(870)932-0406
ospriggs@jonesboro.org

Engineering Department
Department Head Craig Light
307 Vine ST.
Jonesboro, AR. 72401
(870) 932-2438
clight@jonesboro.org

Inspection Department
Chief Building Official Terry Adams
307 Vine ST.
Jonesboro, AR. 72401
(870) 933-4602
tadams@jonesboro.org

Fire Marshal
Division Chief Craig Davenport
3215 E Johnson
Jonesboro, AR. 72401
(870) 932-2428
cdavenport@jonesboro.org

PLANNING & ZONING

Good planning helps create communities that offer better choices for where and how people live. Planning helps communities to envision their future. It helps them find the right balance of new development and essential services, environmental protection, and innovative change.

The development process starts in Planning, and in most cases will determine the requirements necessary for the project's completion. Type of development, location of development and proper zoning for the development will all come into play when determining the stormwater engineering and architectural drawings needed, if any.

This is a good time to request a pre-development meeting to discuss your project before hand and learn what requirements your particular building project will need and what direction you should follow. You can request a pre-development meeting with the Planning & Zoning Department by calling (870) 932-0406. The staff will guide you through the building process directing you to applicable

Urban planning, or city and regional planning offer better choices for where and how people work and live. Planning improves the welfare of people and their communities by creating more convenient, equitable, healthful, efficient, and attractive places for present and future generations. Providing enjoyable, safe, and desirable places where people want to be – not only to visit, but to live and work every day.

PLANNING & ZONING

codes and professional services needed.

A site plan will be of main interest at this initial planning stage with the site plans for residential permits slightly different than for commercial permits. The site plan can be submitted alone at the planning stage or attached with the complete architectural plan submittal.

Residential Site Plans

- Lot size
- Location of existing buildings
- Location of proposed structure or building addition
- Distance from property line-setbacks to existing and proposed structure or building addition
- Driveway and drainage
- Adjacent streets – show name of street(s)
- Finish floor elevation
- Street address, lot and block number of subdivision
- Arrow showing North

Commercial Site Plans

- Lot dimensions (platted lot required)
- Parking lot plan
- Setbacks
- Drive/driveway
- Sidewalks
- Drainage
- Zoning classification
- Erosion control plan- required grading plan, soil erosion and sediment control plans and warranty
- Stormwater-engineered plans
- Landscape and lighting plans

ENGINEERING

An analysis conducted on site location, size and scope of project will help determine to what extent stormwater drainage management will be required. The following four stormwater requirements contained within the City of Jonesboro's Stormwater Management Regulations have been adopted by City of Jonesboro Ordinance No. 08:099.

1. Stormwater Management Plan (SWMP) Required: Any person, firm, corporation, business, or legal entity proposing to develop land within the City of Jonesboro Planning jurisdiction shall prepare and submit a SWMP to the City Engineer for review and be issued a Compliance Letter prior to commencement of construction of the improvements, except for the following:

- One new or existing single-family residence;
- One new or existing duplex family structure;
- One existing commercial or industrial structure where additional structural and site improvements are less than 2000 square feet.

Link to Stormwater Drainage Design Manual:

<http://records.jonesboro.org/Technical%20Codes/Stormwater%20Manual.pdf>

2. Drainage Alterations or Modifications Permit Required: No person, firm, corporation or business shall alter or modify any open channel, drainage swale, detention facility, enclosed storm water conveyance system, or other watercourse either natural or artificial where any of said facility is part of the City of Jonesboro Stormwater Management System, without first submitting construction plans and supporting documentation to the City Engineer for review and being issued a Compliance Letter.

STORMWATER PLANS

3. Floodplain Development Permit Required: A permit is required for all structural development, placement of manufactured structures, clearing, grading, mining, drilling, dredging, placement of fill, excavating, watercourse alteration, drainage improvements, roadway or bridge construction, individual water or sewer installation or any other development in a Special Flood Hazard Area.

4. Stormwater Pollution Prevention Plan (SWPPP) Required: Any person, firm, corporation, business, or legal entity proposing to disturb for construction purposes (e.g., clear, grade, excavate, etc.) one (1) acre or more of total land area, or less than one (1) acre of total land area that is part of a larger common development or sale if the larger common plan will ultimately disturb one (1) acre or more, shall prepare and submit a SWPPP to the City Engineer for review and be issued a Grading Permit prior to commencement of the proposed land disturbance activities.

Construction site less than five acres

Link to Stormwater Pollution Prevention Plan (SWPPP):

http://www.adeq.state.ar.us/water/branch_permits/general_permits/stormwater/construction/pdfs/ARR150000_automatic_coverage_stormwater_pollution_prevention_plan.pdf

Automatic Site Posting:

http://www.adeq.state.ar.us/water/branch_permits/general_permits/stormwater/construction/pdfs/ARR150000_automatic_coverage_posting.pdf

Construction sites five acres or more

Link to Stormwater Pollution Plan (SWPPP):

http://www.adeq.state.ar.us/water/branch_permits/general_permits/stormwater/construction/pdfs/ARR150000_automatic_coverage_posting.pdf

BUILDING CODES

Current building codes adopted and used in the City of Jonesboro include:

- Arkansas Fire Prevention Code (AFPC) vol. 1, 2 &3, 2007
- National Fire Protection Association 2006 (NFPA) codes through reference
- National Electric Code (NEC) 2008
- Arkansas State Plumbing Code 2006
- Arkansas Gas Code 2006
- Arkansas Mechanical Code 2010
- Arkansas Energy Code 2004
- ANSI 117. 2003 handicap accessibility standards
- Any other applicable state or local Ordinances

** The Arkansas Fire Prevention Code, 2007 Edition, was developed using the nationally and internationally recognized and accepted International Building Code, with revisions based on recommendations from Arkansas-based subject matter experts.*

The purpose of the of the Arkansas Fire Prevention Code is to establish minimum requirements to safeguard the public health, safety and general welfare through the structural strength, means of egress facilities, stability, sanitation, adequate light and ventilation, energy conservation, and safety to life and property from fire and other hazards attributed to the built ... AFPC vol. 1 & 2, 101.3

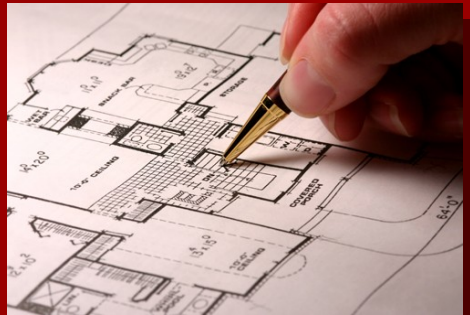
BUILDING CODES

The provisions of the AFPC shall apply to the construction, alteration, movement, enlargement, replacement, repair, equipment, use and occupancy, location, maintenance, removal and demolition of every building or structure or any appurtenances connected or attached to such buildings or structures. AFPC vol. 2, 101.2

All standards and requirements for construction within the city limits are contained within the various codes adopted by the City of Jonesboro. A “Design Professional” will be able to assist you with clarity in regards to the understanding and use of the appropriate codes for your particular project .

The fire code official (AFPC vol. 1, 104.1) and the building official (AFPC vol. 2 & 3, 104.1) are hereby authorized and directed to enforce the provisions of the AFPC. The code officials shall have the authority to render interpretations of this code and adopt policies and procedures in order to clarify the application of its provisions.

The fire code official and building official (AFPC vol. 1, 2 & 3, 104.2) shall receive applications, review construction documents and issue permits for the erection, and alteration, demolition and moving of buildings and structures, inspect the premises for which such permits have been issued and enforce compliance with the provisions of this code.



PERMITS

Any owner or authorized agent who intends to construct, enlarge, alter, repair, move, demolish, or change the occupancy of a building or structure, or to erect, install, enlarge, alter, repair, remove, convert or replace any electrical, gas, mechanical or plumbing system, the installation of which is regulated by the AFPC, or to cause any such work to be done, shall first make application to the building official and obtain the required permit. **AFPC vol. 2, 105.1**

Application for permit. To obtain a permit, the applicant shall first file an application therefore in writing on a form furnished by the department of building safety for that purpose. Such application shall:

- Identify and describe the work to be covered by the permit for which application is made.
- Describe the land on which the proposed work is to be done by legal description, street address or similar description that will readily identify and definitely locate the proposed building or work.
- Indicate the use and occupancy for which the proposed work is intended.
- Be accompanied by construction documents and other information as required in **Section 106 of the AFPC.**
- State the valuation of the proposed work.
- Be signed by the applicant, or the applicant's authorized agent.
- Give such other data and information as required by the building official.

AFPC vol. 2, 105.3



BUILDING PERMIT CHECKLIST

Below is a building permit application checklist for both residential permits and commercial permits.

Commercial Permits- Note: The structural plans of each public use building shall bear the engineer's Arkansas seal, signature and a statement of reference to what seismic zone the structure is designed to satisfy per Act 1100, a house bill #1577, as adopted in the 1991 Regular Session of the 78th General Assembly. The architectural plans must also be sealed by a licensed architect with a complete building code analysis included

Residential Permit Checklist:

1. Complete Site Plan (see pg 5 "Planning & Zoning")
2. Copy of current Arkansas Residential Contractor's license . Exception: Individual homeowner may sign affidavit
3. Copy of current City of Jonesboro Privilege License
4. Plans-floor plan, exterior elevations-front, side and rear (minimum two copies)
5. Typical wall sections - cross section of building, showing footing wall and roof details

Commercial Permit Checklist:

1. Complete Site Plan (see pg 5 "Planning & Zoning")
2. Erosion control plan-required grading plan, soil erosion and sediment control plans and warranty
3. Stormwater-engineered plans
4. Landscape and lighting plans
5. Architectural Plans
6. Structural Plans
7. Mechanical Plans
8. Sprinkler systems-according to usage & size of building

CONSTRUCTION DOCUMENTS

Construction documents shall be prepared by a registered design professional where required by AFPC or statutes of the jurisdiction in which the project is to be constructed. Where special conditions exist, the building official is authorized to require additional construction documents. The design professional shall be an architect or engineer legally registered under the laws of this state regulating the practice of architecture or engineering and shall affix his or her seal to said drawing, specifications and accompanying data for the following:

- All Group A, E, and I occupancies, except Group A occupancies with an occupant load less than or equal to 50.
- Buildings and structures 3 or more stories in height.
- Buildings and structures 5,000 square feet or more in area.

For all other buildings and structures, the submittal shall bear the certification of the applicant that some specific state law exception permits its preparation by a person not so registered. **AFPC vol. 2, 106.1**

- Additionally, the above Groups A, E, and I occupancies require an electrical engineer, plumbing engineer and mechanical engineer's seal.
- All multi-family dwellings exceeding 3 or more units will be classified as commercial and will require an architect's seal and in some cases a structural engineer's seal.
- All Group B, F, H, M, S, and U occupancies shall bear an architect's and structural engineer's seal.
- Group R occupancies will be looked at on an individual basis.
- A change in occupancy will require an architect's seal as a minimum.
- Single and two family homes may be designed by a licensed designer or draftsman

CONSTRUCTION DOCUMENTS



Construction documents shall be dimensioned and drawn upon suitable material. Electronic media documents are permitted to be submitted when approved by the building official. Construction documents shall be of sufficient clarity to indicate the location, nature and extent of the work proposed and show in detail that it will conform to the provisions of the AFPC and relevant laws, ordinances, rules and regulations, as determined by the building official. **AFPC vol. 2, 106.1.1**

Construction drawings shall meet all requirements stated in section 106 of the AFPC and meet minimum standards and criteria as stated in the Arkansas Building Authority (ABA 2-1503 & 1504).

DRAWING REQUIREMENTS

Minimum Drawing Requirements include:

1. Title sheet
2. Title Project
3. Location of project
4. List of design professionals with contact information
5. Arkansas Fire Prevention Code analysis data
 - Occupancy classification
 - Maximum occupant load
 - Type of construction
 - Allowable height
 - Allowable building per floor
 - Gross floor area for each floor of all buildings
 - Net floor area for each assembly occupancy class.
 - Horizontal separation distances
 - Exit and access corridor protection strategy
 - Seismic design category
 - Seismic use category
6. Civil, architectural, structural and mechanical drawings

Title Sheet

1. Index of drawings
2. Names, addresses, phone numbers of architect and all engineering disciplines
3. Architect Certification Statement as drawn to Arkansas Fire Prevention Code
4. Signature and seal of architect of record

DRAWING REQUIREMENTS

Topographical Survey/Plot Plan

1. Prepared by a Registered Land Surveyor
2. Property lines, setbacks, right of ways, easements, existing utility locations

Civil Site Drawings

1. Location of building, dimensioned
2. Location of all improvements; walks, drives, out buildings, fences
3. Site development details

Landscape Drawings

1. Locations, size and number of all plants, trees, mulch/ground cover and lawn/sod area
2. Plant schedule

Fire Service Access/Life Safety Drawing

1. Show route of access on site for fire fighting apparatus
2. Floor plan, indicate location of fire walls and required exits
3. Detail of construction of fire walls with cooresponding U.L. number

Demolition Drawings

1. Indicate existing building floor plan, clearly delineate items to be demolished and portions of building to remain

Architectural Drawings

1. Floor plan
 - Dimensioned to indicate room sizes, overall building size, and

DRAWING REQUIREMENTS

room names

- Room finish schedule
- 2. Exterior elevations of building
 - Note all exterior materials (i.e. brick, aluminum with glass, metal siding, etc.)
 - Dimension building, canopy, and other appurtenances heights and size
- 3. Roof plan
 - Indicate slope of roof, roofing material, drains, gutters, roof-top equipment
- 4. Building sections
 - Indicate heights of ceilings, roofs, parapets, floor to floor height
- 5. Wall sections
 - Indicate makeup of each wall of building
 - Clearly state each material, i.e. 2X4 wood studs, 5/8" gypsum board, R-19 Batt insulation, brick veneer, metal siding, etc.
- 6. Stair sections
 - Each stair configuration shall be shown
 - Tread width, riser height, type construction
 - Handrail details

Structural Drawings

1. Foundation plan, dimensioned to correspond with floor plan
 - Details of footings and foundations, including reinforced steel
 - Floor construction noted, reinforcing
2. Structural framing plan, dimensioned
 - All framing members noted as to size
 - Connection notations
 - Decking size, pattern attachment

DRAWING REQUIREMENTS

3. Provide design load, capacity for foundation, floors, roof
4. Details as required to explain structural intent

MPE/Utilities Site Plan

1. Locate all new and existing utility services
2. Indicate site lighting

Mechanical Drawings

1. H.V.A.C. floor plan with ductwork, grilles and registers located and sized
2. Locate mechanical units, show size, physical requirements

Plumbing Drawings

1. Plumbing floor plan, show fixtures, pipe locations and size for waste and supply lines
2. Provide riser diagram for all piping

Fire Protection Drawings

1. Sprinkler floor plan, indicate main runs, laterals, head locations and type
2. Detail riser
3. Prior to final acceptance shop drawings by licensed installer to be provided to building inspector

Electrical Drawings

- Electrical power plan, indicate panel location, size, panel riser, electrical outlets with wiring diagram showing circuits
- Electrical lighting plan, indicating switching and circuits
- Provide lighting fixture schedule

CERTIFICATE OF OCCUPANCY

No building or structure shall be used or occupied, and no change in the existing occupancy classification of a building or structure or portion thereof shall be made until the building official has issued a certificate of occupancy therefore as provided herein. **AFPC vol. 2, 110.1**

Amended construction documents: work shall be installed in accordance with the approved construction documents, and any changes made during construction that are not in compliance with the approved construction documents shall be resubmitted for approval as an amended set of construction documents. **AFPC vol. 2, 106.4**

The building official shall require a “AS BUILT” letter at completion of project from architect to verify project meets plans and codes before a certificate of occupancy shall be issued.

After the building official inspects the building or structure and finds no violations of the provisions of the AFPC or other laws that are enforced by the department of building safety, the building official shall issue a certificate of occupancy. **AFPC vol. 2, 110.2**

Parking and landscaping will be complete and inspected before Certificate of Occupancy will be issued



Pre-Development Meeting
If requested by applicant 870-932-0406

Submit to Planning

- 3 sets of architectural drawings
- 3 sets of Engineered Site Plans, Including: (2) lighting, (2) landscaping, drainage and grading
- Permit application
- Contractor's license/business license
- Applicable fees

Email PDF files to:
planning@jonesboro.org

MAPC approval required for commercial developments over 75K sq. ft. or multi-family over 48 units before proceeding with Permits. (Digital files required)

Plan review by Planning, Engineering, Building, Streets, Sanitation, Fire Marshal, Arkansas Dept. of Health and Arkansas Dept. Environmental Quality

YES

NO

All commercial/public buildings must obtain plumbing/sanitary approval from State Dept. of Health

Development Permit applications are available in all departments

Utility Tap fees must be paid before a permit will be issued

Driveways (Permit required from State or City)

Permit Issued with Building plan and Site plan approval and fees paid

Submit revisions

Rough-in Inspections
Final Inspections
Engineer and architect letter of Certification of Improvements "As done to plan" required

Certificate of Occupancy issued
No temporary CO's will be issued