

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