



Date Applied: _____

CITY OF HOT SPRINGS BUILDING PERMIT APPLICATION

Parcel# _____ Subdivision _____ Lot _____ Zoning _____ Type _____

Commercial Residential Rehabilitation Other

Project Name: _____

Project Address: _____

Contact Person: _____ Phone Number: _____

Contractor Information

Owner Information

Name: _____

Name: _____

Address: _____

Address: _____

Telephone: _____

Telephone: _____

FAX: _____

Cell #: _____

Email: _____

FAX: _____

License #: _____

Email: _____

Occupational Tax #: _____

Project Evaluation: \$ _____ Square Footage: H/C _____ Total _____

Job Description: _____

Comments: _____

Signature of Owner/Contractor: _____ Date: _____

Planning: _____

Building Official: _____

Engineering: _____

911 Coordinator: _____

It is our goal to assist you in making your project a success in a timely manner. Please call if you have any questions or need assistance from the City of Hot Springs Building Safety Department, 133 Convention Blvd., Hot Springs, AR 71901 (501-321-6851) or (501-321-6846).

**Certificate of Occupancy Requirements
And Results of Failure to Comply
City of Hot Springs Building Safety Department**

Before any building can be permanently occupied, it must have all inspections completed and approved including all necessary Building, Electrical, Plumbing and Mechanical. When all inspections have been completed and approved, a Certificate of Occupancy will be issued and the building may be occupied. Failure to complete all these inspections and obtain a Certificate of Occupancy before occupying the structure will result in permits being revoked and all utilities being disconnected. This shall serve as your notification.

The City Ordinance No. 4887- 15-1-8. Violation of building and development codes – disconnect of water service states: “ In addition to the penalties and remedies as may otherwise be provided, the city manager or his designee shall order the disconnection of municipal water service to any person, firm or corporation who violates any provision of the city’s building and development codes including, but not limited to, failure to secure proper permits, failure to obtain required inspections and/or commencement of operations, business, or structure occupancy prior to issuance of a certificate of occupancy.”

Arkansas Fire Prevention Codes Section 105.6 Suspension or revocation. The building official is authorized to suspend or revoke a permit issued under the provisions of this code whenever the permit is issued in error on the basis of incorrect, inaccurate or incomplete information, or in violation of any ordinance or regulation or any of the provisions of this code.

Arkansas Fire Prevention Codes Section 111.3 Authority to disconnect service utilities. The building official shall have the authority to authorize disconnection of utility service to the building, structure or system regulated by this code and the codes referenced and in case of emergency where necessary to eliminate an immediate hazard to life or property. The building official shall notify the serving utility, and whenever possible the owner and occupant of the building, structure or service system of the decision to disconnect prior to taking such action. If not notified prior to disconnecting, the owner or occupant of the building, structure or service system shall be notified in writing, as soon as practical thereafter.

Before utilities will be restored, a new building permit, at full value, will need to be obtained and all inspections will need to be completed.

Job Site Address: _____

Signature of Responsible Person: _____

Contact Address and Phone Number: _____

CONSTRUCTION AGREEMENT

City of Hot Springs Building Safety Department

1. **FOOTING AND SLAB INSPECTION:** POUR NO CONCRETE until the following has been cleared by the Building Inspector:
 - (a) **FOUNDATION:** Setback, Trench, Reinforcing Steel
 - (b) **CONCRETE SLAB:** Electrical work and Plumbing work in a slab must also be cleared by the Electrical and Plumbing Inspectors. Concrete slabs enclosed must be cleared by the Building Inspector before concrete is poured.
2. **FRAMING INSPECTION:** COVER NO WORK until the following inspections have been made and cleared by the appropriate Inspector:
 - (a) ROUGH ELECTRICAL
 - (b) ROUGH PLUMBING
 - (c) ROUGH GAS PIPING
 - (d) ROUGH HEATING AND VENTILATION
 - (e) INSULATION AND FRAMING
3. **FINAL INSPECTIONS:** Final inspections MUST be requested by the Contractor/Subcontractor and made by the following:
 - (a) BUILDING INSPECTOR
 - (b) REHABILITATION INSPECTOR (If rehab/condemn permit)
 - (c) MECHANICAL INSPECTOR
 - (d) PLUMBING INSPECTOR
 - (e) ELECTRICAL INSPECTOR
 - (f) ENGINEERING DEPARTMENT (if commercial)
 - (g) FIRE MARSHALL (if commercial)
 - (h) SANITATION (if commercial)
 - (i) LANDSCAPING (if commercial)
 - (j) PLANNING (if commercial)
4. **DO NOT OCCUPY THE BUILDING OR ANY ADDITION ADDED** until a CERTIFICATE OF OCCUPANCY has been issued by the Building Official or Building Inspector, or your utilities could be interrupted. This is in accordance with Section 111.3 of the 2007 Edition, Arkansas State Fire Code, Volumes II and III. If you choose to occupy the structure without the certificate of occupancy, you will be subject to a citation and summons for violation of City ordinances.
5. If, for some reason, delay on new construction is encountered, contact the Building Safety Department and an extension shall be granted as determined by the Building Official for the time needed to complete the project.

Job Site Address: _____

Signature: _____

Contact Address: _____

Contact Phone: _____ Date: _____

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Initial _____