



# Commercial Building Permit Requirements

All commercial construction projects within the City of Charleston must begin by completing and submitting a **Building Permit Application**, along with all required documentation (listed below). Once the application has been reviewed and approved, and payment has been received, the permit will be issued. **Construction may not begin until the permit has been issued.**

1. Completed building permit application
2. Three (3) complete sets of plans and one (1) set of specifications to include:
  - a. Property Survey: Survey must be certified by an Arkansas Licensed Professional Surveyor
  - b. Site Plan: The site plan must be prepared by a professional engineer or architect which is registered in the State of Arkansas; the minimum requirements for the site plan are to include:
    - Legal Description
    - Occupancy classification
    - Project address
    - Property Lines and Pins
    - Name and Location of Street
    - Right-of-way, easements, and setbacks
    - All Existing and Proposed Structures
    - Distance of Structures from Property Lines
    - Location of Driveway(s)
    - Location and size of all public utilities, existing and/or proposed and service connections
    - Minimum finished floor elevation (if within the 100-year flood plain)
    - Parking arrangement showing individual spaces including all handicap spaces
    - Landscaping plan when applicable
    - Drainage plan and retention if required
  - c. Foundation Plan:
    - Provide location of foundations and footings
    - Detailed dimension of width, depth, thickness of foundation and footing
    - Detail of material and reinforcement specifications
    - Detail of embedded anchoring system (anchor bolts, hold downs, column bases, etc.)
  - d. Framing Plans:
    - Provide size of all structural members
    - Methods of assembly
    - Location and material for floors and roofs
    - Fire rated assemblies and dimensions
  - e. Floor Plan:
    - All floors, including basements
    - All rooms with their use
    - Dimensions and location of structural elements and openings
    - Dimensions and locations of doors and windows

## Commercial Building Permit Requirements

- Provide door, window, and finish schedule
- Provide fire assemblies and area separations
- f. Exterior Elevations:
  - All views of the structure
  - Vertical dimensions and heights of structure
  - Location of all openings (door, window, etc.)
  - Identify materials to be utilized
- g. Electrical System:
  - Provide location of all electrical panel and/or switchgear assemblies
  - Main electrical service diagram
  - Panel schedule
  - Fixture schedule
  - Circuitry and wire size
  - Electrical fixtures location (interior, exterior and site)
  - Receptacle location
  - Fire alarm system
  - Communication system
- h. Plumbing:
  - Provide fixture location and schedule
  - Point of connection (water, gas, sewer, septic)
  - Pipe sizes
  - Material
  - Approval by the Arkansas Department of Health is required prior to issuance of a permit
- i. Mechanical:
  - Provide mechanical system diagram
  - Equipment schedule
  - Include all HVAC equipment (location, size, mounting detail, etc.)
  - Piping system
  - Duct size and location
  - Fire and smoke dampers where required