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## COMMERCIAL PROJECTS

### PERMITTING INSTRUCTION PACKET

*\*Before starting any commercial job in the City of Rogers, please check with the Community Development Department to make sure you are zoned correctly and to find out if your project has to go through Large Scale Development or obtain a waiver. They can be reached by calling (479)-621-1186.*

#### CURRENT LIST OF CODES

- 2012 Arkansas Fire Prevention Code Vol. 1 (2012 IFC w/ Arkansas Amendments)
- 2012 Arkansas Fire Prevention Code Vol. II - Commercial (2012 IBC w/ Arkansas Amendments)
- 2012 Arkansas Fire Prevention Code Vol. III - Residential (2012 IRC w/ Arkansas Amendments)
- 2006 Arkansas Plumbing Code (APC)
- 2010 Arkansas Mechanical Code (AMC)
- 2017 National Electrical Code (NEC)
- 2006 Arkansas Fuel Gas Codes (AFGC)
- 2014 Arkansas Energy Code (AEC)
- 2009 ANSI A117.1
- 2012 Existing Building Code
- Life Safety Codes (LSC) - as referenced by IBC
- Most current NFPA Standards (if applicable)
- City of Rogers Adopted Ordinances

#### DESIGN REQUIREMENTS

- Snow Load - 15 PSF
- Wind Load - 90 MPH (residential) / Commercial per Chapter 16 of AFPC Vol. II
- Seismic rating - Zone B
- Rain Zone - 3.6 inches per hour

## **PLAN REVIEW PROCESS**

### **Plan Submittal:**

- Submit one set of electronic plans. All files **MUST** be combined into one PDF file for review and labeled with the site address and name.
- Complete Plan Review Permit Application/Checklist - all information **MUST** be filled out. This is important to help figure your cost and helpful information for the plan reviewer. Payment is due at time of submittal - we accept cash, check or credit card (except American Express).
- All plans and plan review applications can be emailed to: [planreview@rogersar.gov](mailto:planreview@rogersar.gov).
- If the valuation of the project is greater than \$100,000 then the plans need to be produced, sealed and signed by an Arkansas Registered Design Professional. This will include architectural, structural, plumbing, electrical and mechanical.
- Any projects that include plumbing work will also need to be submitted to the Arkansas Department of Health for review and approval. This will be for the plumbing portion only. We will also require a copy of the Arkansas Department of Health Food Services letter - if applicable.
- Submit one PDF to the Risk Reduction office and one PDF to Rogers Water Utilities.

### **The Plan Review:**

- Plans will be reviewed on a first come first serve basis and will generally take around 3-4 weeks depending on the complexity of the project. Smaller projects can normally be worked in on a faster time line.
- Typically, upon completion of the plan review, a comment letter is generated listing items that do not meet the requirements of the code. The letter is sent to the design professional or the author of the plans for revisions or clarification. On occasion a second round of comments are sent out based on the original response not satisfying all items on the first letter.
- To achieve complete approval for permit, the approval letter from the Arkansas Department of Health and the Community Development Department must be obtained. After all the above has been completed a permit approval letter will be sent out indicating your project's permit is approved for issuance.
- Prior to obtaining your building permit, you will need to have your grading permit (if new construction or addition) from Community Development and then schedule a pre-construction meeting with the Fire Marshal and inspector. Pre-construction meetings can be scheduled by emailing: [firemarshal@rogersar.gov](mailto:firemarshal@rogersar.gov) and will be done Tuesday thru Thursday from 9-10 AM and 2-3 PM. Once your meeting has taken place you can obtain your permit from the permit clerk.

## Complying with the Approved Plans:

- One set of approved plans marked “Site Plan” will be given to the recipient of the permit. This set shall be used to construct the building and be kept at the job site for the duration of the project.
- Any deviation from the approved set of “Site Plans” must be submitted and approved prior to the changed work being performed.

## Compliance with the Code:

- As trained professionals we make every effort to find all code infractions during the review process. However, the possibility exists that on rare occasion we may overlook a code item on a review. If this item is discovered during the regular job site inspections and represents a life safety issue it will be required to meet the intent of the code.

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## FEE SCHEDULE

Plan Review fees will be figured using the following guidelines:

- New Commercial Buildings/Additions - will be figured using the most current ICC Building Valuation table (<http://www.iccsafe.org/codes-tech-support/codes/code-development-process/building-valuation-data/>). You will be required to provide the Type of Construction, Occupancy and the Total Sqft of the building. Once you have your valuation you can plug that number into the correct table below to figure your plan review fee.
- Commercial Remodels - will be figured using the valuation of the remodel (total cost of renovation including building/plumbing/electrical/mechanical). That valuation will be plugged into the table below to figure your plan review fee.

## Plan Review Fees (Commercial Only)

\*Commercial plan reviews are based off the valuation of the project - rounded up to the nearest thousand

\$1,000-\$50,000 = one half of permit fee (min. \$30 for repairs and \$50 for additions)  
\$50,001-\$100,000 = \$130 plus \$1.30 per \$1,000 or fraction thereof in excess of \$50,000  
\$100,001-\$500,000 = \$195 plus \$.70 per \$1,000 or fraction thereof in excess of \$100,000  
\$500,001-\$5,000,000 = \$475 plus \$.35 per \$1,000 or fraction thereof in excess of \$500,000  
\$5,000,001 and more = \$2,050 plus \$.175 per \$1,000 or fraction thereof in excess of \$5,000,000

If you have any questions regarding fees please don't hesitate to call our office at (479)-621-1100. We would be more than happy to answer any questions or help you figure your fees.

## OBTAINING YOUR BUILDING PERMIT AFTER REVIEW

Once you receive approval on your plans your next step is to get your building permit.

- Obtain your grading permit from Planning & Transportation. ***This will only be for new construction and additions.*** You must have that in place **BEFORE** you are issued a building permit.
- Complete building permit application - incomplete applications will not be accepted. ***It is imperative that you have the correct address and/or suite number that pertain to the job you are working on.*** It is your responsibility to contact Benton County 911 Addressing to verify addresses prior to applying for permits. You can contact them at (479)-271-1085.
- Payment is due at the time of issuance - we accept cash, check or credit card. You will use the ICC Building Valuation Table (<http://www.iccsafe.org/codes-tech-support/codes/code-development-process/building-valuation-data/>) to figure your valuation and then plug that number into the table below to figure your permit fee. A surcharge is also applied to all commercial permits - see below to figure that cost.

### Commercial Building Permit Fees

\*Commercial permits are based off the valuation of the project - rounded up to the nearest thousand

**\*New construction and additions use the ICC Valuation to get your valuation - Remodels we just need the total valuation of the job.**

\$3,000 and less = \$25.00

\$3,001-\$15,000 = \$25.00 for the first \$3,000 plus \$5.00 for each additional thousand or fraction thereof

\$15,001-\$50,000 = \$85.00 for the first \$15,000 plus \$5.00 for each additional thousand or fraction thereof

\$50,001-\$100,000 = \$260.00 for the first \$50,000 plus \$4.00 for each additional thousand or fraction thereof

\$100,001-\$500,000 = \$460.00 for the first \$100,000 plus \$3.00 for each additional thousand or fraction thereof

**\*Surcharge Fee:** Added to all commercial building and sub permits

Job Valuation (rounded up to nearest thousand) x .0005 = Surcharge Fee

Maximum Surcharge fee is \$1,000

Planning Department

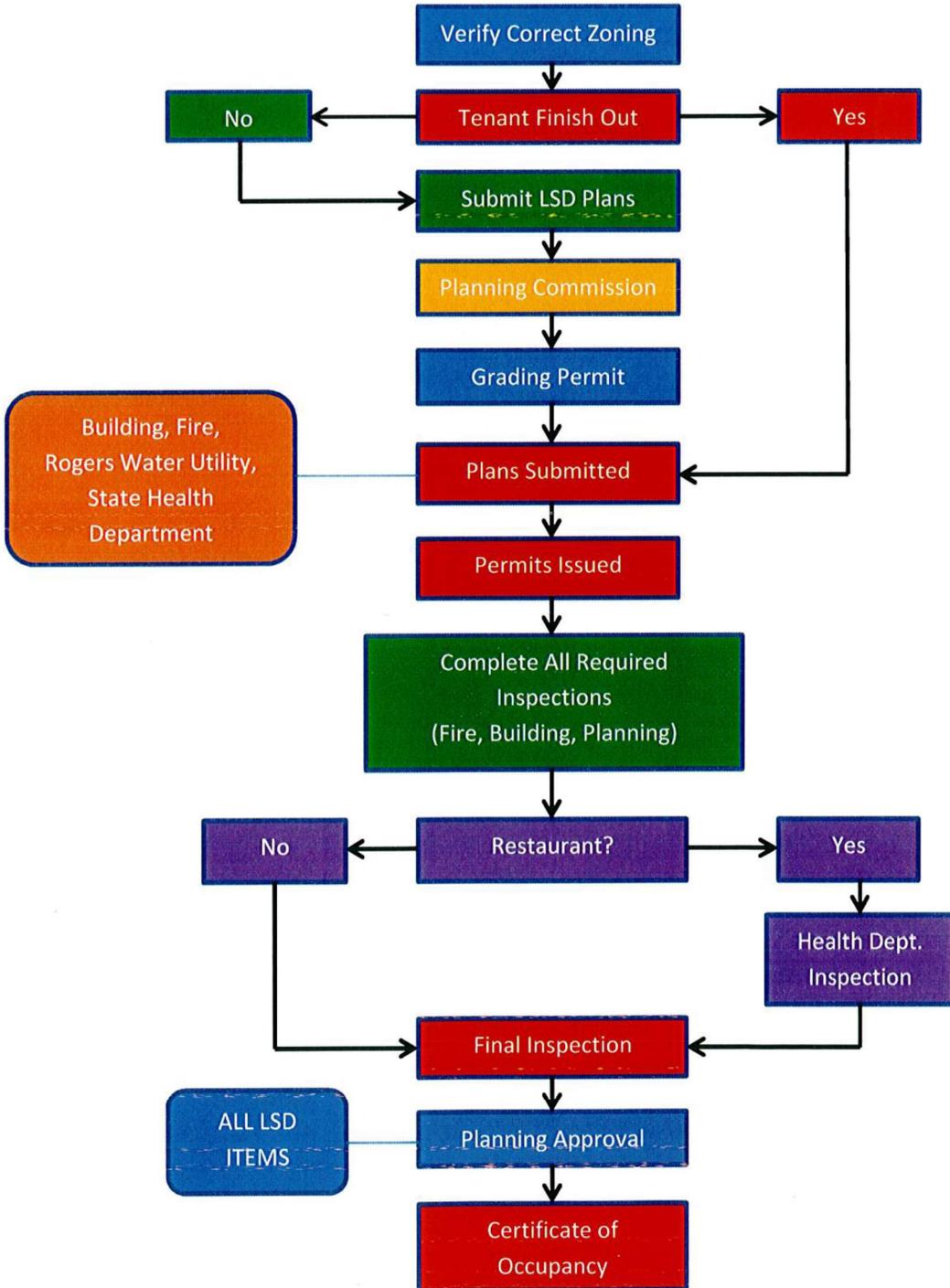
Risk Reduction Division

Benton County Health Department  
(479)986-1300

State Health Department  
(501)661-2623

Rogers Water Utility  
(479)621-1142

# Commercial Project Flow Chart



# Plan Review Permit

City of Rogers  
301 W. Chestnut  
Rogers, AR 72756  
(479)-621-1100  
(479)-621-1103 Fax



## Application Instructions: READ BEFORE COMPLETING APPLICATION

1. One COMPLETE set of construction documents in PDF form (to include specifications) are required for review. *All files must be combined into one PDF file and may be emailed to - [planreview@rogersar.gov](mailto:planreview@rogersar.gov).*
2. The plan review fee is due at the time of plan submission. **Information in RED is required to figure your permit cost for New Construction/Additions.**
3. Plans will not be accepted without a COMPLETE application and payment upon submission!

### PROJECT INFORMATION:

PERMIT NUMBER: \_\_\_\_\_

Property Address: \_\_\_\_\_

Project/Tenant Name: \_\_\_\_\_

### BUILDING INFORMATION:

New Construction [ ]      Renovation [ ]      Addition [ ]

**\*Occupancy:** \_\_\_\_\_ Additional occupancy if mixed use: \_\_\_\_\_

If mixed use, uses will be      Separated [ ]      Non-Separated [ ]

Building Height: \_\_\_\_\_ Number of Stories: \_\_\_\_\_ **\*Total Floor Area:** \_\_\_\_\_

**\*Construction Type:** IA  IB  IIA  IIB  IIIA  IIIB  IV  VA  VB

### Sprinklers:

Yes [ ]      NFPA 13 [ ]      NFPA 13D [ ]      NFPA 13R [ ]

No [ ]

Valuation of Work: \$ \_\_\_\_\_ *(Figured from ICC Valuation Table)*

### OWNER INFORMATION:

Owner Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_ City/State: \_\_\_\_\_

### ARCHITECT INFORMATION:

Architect: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

### OFFICE USE ONLY

Permit	Check _____ Surcharge	Cash Card Holder	Credit Card Penalty	Total

# COMMERCIAL BUILDING

## PLAN REVIEW CHECKLIST

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**\*THIS MUST BE CHECKED OFF & TURNED IN WITH SUBMITTAL\***

**PROJECT ADDRESS:** \_\_\_\_\_

### ONE PAPER AND ONE ELECTRONIC SET OF PLANS TO INCLUDE:

- | Y                        | N                        | NA                       |   |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Original seals and signatures (AR Registered Design Professional) on all sheets   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Zoning approvals, variances and determination letters   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Planning approval - signed LSD letter or waiver   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | PDF submitted to Rogers Water Utilities   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Plumbing approval letter from State Health Dept   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Index Sheet/Cover Page on each set of plans - this is to include the <b>CORRECT</b> address and suite number that pertains to the job. Addresses need to be obtained from Benton County 911 Addressing (479)271-1085. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Code Analysis (change of use should indicate previous use and new use)  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Site Plans (site plans are not required for interior work except first floor tenant or rooftop equipment)   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Soils Report and Foundation Plans (required for new buildings or additions to existing buildings)   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Mechanical Plans (equipment schedule, mechanical symbols, hood details with exhaust locations)  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Electrical Plans (riser diagrams, electrical symbols, equipment schedules)  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Plumbing Plans (fixture schedule, riser diagram, details for special devices)   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Architectural Plans (dimensioned for each floor level, layouts, fire rated assemblies must have a UL design)  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Structural Plans (floor and roof framing plans)   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Energy Plans (energy calculations, specifications and details)  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Accessibility Plans (ingress, egress, areas of refuge facilities and elevations, hardware, ramps, etc)  |

I am indicating that all of the above items have been included in the submission of the plans for this project. Additionally, I acknowledge that should any of the required items be missing or be deficient, the plans may, at the sole discretion of the reviewer, be returned to me for resubmission.

# Commercial Building Permit

City of Rogers  
 301 W. Chestnut  
 Rogers, AR 72756  
 (479)-621-1100  
 (479)-621-1103 Fax



**Application Instructions** - Please fill this form out completely and submit all required information.  
*\*Information is required to figure your permit cost for New Construction/Additions.*

**PROJECT INFORMATION:**

**PERMIT NUMBER:** \_\_\_\_\_

Property Address: \_\_\_\_\_

Project/Tenant Name: \_\_\_\_\_

**BUILDING INFORMATION:**

\*Total Sqft: \_\_\_\_\_ \*Occupancy Type: \_\_\_\_\_ Number of Units: \_\_\_\_\_

\*Construction Type: IA  IB  IIA  IIB  IIIA  IIIB  IV  VA  VB

Valuation of Work: \$ \_\_\_\_\_ (Figured from ICC Valuation Table)

Planning Approval: \_\_\_\_\_

**OWNER INFORMATION:**

Owner Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_ City/State: \_\_\_\_\_

**CONTRACTOR INFORMATION:**

Contractor: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**CLASS OF WORK:**

New  Addition  Remodel  Apartments  Condos/Townhomes

**DESCRIPTION OF WORK:**

\_\_\_\_\_  
 \_\_\_\_\_

Separate permits are required for plumbing, electrical and mechanical. This permit becomes null and void if work or construction authorized is not commenced within 6 months, or if construction or work is suspended or abandoned for a period of 6 months at any time after work is commenced. I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

\_\_\_\_\_  
 Signature of Owner, Contractor

\_\_\_\_\_  
 Date

**OFFICE USE ONLY**

Permit	Check _____ Surcharge	Cash Card Holder	Credit Card Penalty	Total