



1500 Little Flock Drive  
Little Flock, Ar. 72756  
City Hall 479-636-2081  
Fax 479-636-2318  
www.cityoflittleflock.com

**Office Use Only:**

Approved: Yes No

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

## Miscellaneous Permit Application & Checklist

Please fill out this form completely, supplying all necessary information, and documentation to support your request. Your application will not be processed until the application is completed and required documentation is provided.

### Contractor Information:

Contractor: \_\_\_\_\_ Contact Name: \_\_\_\_\_  
Phone # \_\_\_\_\_ Mobile # \_\_\_\_\_ Fax # \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
State Contractor's License #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

### Property Information:

Address: \_\_\_\_\_ Owner: \_\_\_\_\_  
Phone # \_\_\_\_\_ Zoning: A-1 R-1 R-1B R-2 R-3 R-MH RE I C

### Permit Information:

- \*Remodel or Addition: (Residential only)

Description of Work \_\_\_\_\_  
Dimensions: \_\_\_\_\_ X \_\_\_\_\_ Total Sq. Ft.: \_\_\_\_\_ Contract Price: \_\_\_\_\_

- \*Swimming Pool:

Dimensions: \_\_\_\_\_ X \_\_\_\_\_ Total Sq. Ft.: \_\_\_\_\_ Contract Price: \_\_\_\_\_

- Other:

Dimensions: \_\_\_\_\_ X \_\_\_\_\_ Total Sq. Ft.: \_\_\_\_\_ Contract Price: \_\_\_\_\_

**\*Site plan required showing setbacks.**

A 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 STARTED.





## **Information required to obtain a Building Permit**

1. 911 address (479-271-1085)
2. Refer to application – Required information for building plot plans.
3. Drawings @ ¼" ft scale of the floor plan showing walls, electric, plumbing, and cabinets with dimensions.
4. A drawing of the wall section from footing to roof calling out construction materials to be used.
5. Need to have type of insulation in walls and ceiling areas and "R" factors for each.
6. Drawings of the foundation or basement plan (for basement same information required as for floor plan).
7. Exterior Elevations – Front @ ¼" ft. back and side may be @ 1/8" ft.
8. Remodel, such as adding room(s) or enclosing a carport require all the above.
9. A licensed propane installer must install propane systems – Gas Permit Required
  - All new construction is required to be termite treated by a licensed agent (Proof must be supplied to building inspector/City of Little Flock.)
  - All construction must follow the international building codes.
  - Inspections: The city inspector will review drawings and if additional information is required, it must be submitted before issuance of a permit (Allow a minimum of 2 workdays per review)
  - Structure cannot be occupied without an occupancy permit
  - Required permits – Building/ Electrical/ Mechanical/ Plumbing/ Gas

### **COPY OF LICENSE IS REQUIRED**

**If the Building Permit is for a new home the Fire Due fee is \$60.00. The fee can be paid at the time the Building Permit is issued. Please make payments to the City of Little Flock. Failure to pay the fee could result in being charged up to \$5,000.00 in the event of a fire.**