

**CITY OF HOPE APPLICATION FOR A BUILDING PERMIT
NEW COMMERCIAL CONSTRUCTION OR ADDITION**

This is only an application for the proposed development of a site. All information requested below must be completed and returned to the Building Official for processing.

PO BOX 667 HOPE, ARKANSAS 71802 TEL. (870) 722-2505 FAX. (870) 722-2511

All required drawings, site plan and information must accompany application.

Applicant: _____ Current Zoning: _____

Address: _____ Date: _____

_____. Telephone: _____

Address of Property To Be Developed: _____

Legal Description of Property: _____

(A Copy of a Deed & a Survey is Required) _____

Property Owner _____ Telephone: _____

Address: _____

Type of Development: New Construction _____ Commercial Addition _____

Proposed Use of Building(s): _____

Known or Estimated cost of the proposed construction \$ _____

Building dimensions _____ Square Footage _____

***All surfaces subject to wheeled traffic must be appropriately paved with hard surface ***

**THE GENERAL CONTRACTOR MUST BE APPROPRIATELY LICENSED WHERE THE
TOTAL PROJECT VALUE IS \$20,000.00 OR MORE.**

Name of General Contractor _____

Address _____

Telephone _____ License # _____

ALL TRADES CONTRACTORS MUST BE APPROPRIATELY LICENSED

Name of Plumbing Contractor _____

Address _____

Telephone _____ License # _____

NEW NON-RESIDENTIAL PLUMBING INSTALLATIONS MUST RECEIVE DEPARTMENT OF HEALTH APPROVAL PRIOR TO ANY INSTALLATION.

Name of Electrical Contractor _____

Address _____

Telephone _____ License # _____

Name of Heat & Air Contractor _____

Address _____

Telephone _____ License # _____

Upon receipt and review of all completed information and payment of the required fees a permit may be issued without unnecessary delay. All improvements must comply with applicable portions of the Land Development Code and all applicable Technical Codes.

The responsibility for compliance with all requirements of applicable laws and technical codes lies with the applicant. All signs will be permitted separately. Electrical and Water connections to be reviewed and approved by Hope Water & Light. Separate permits are required for plumbing, electrical and HVAC/R and will be issued to the trade professionals. All required inspections must be requested by the respective trades. A Certificate of Occupancy must be issued prior to a new structure being occupied or when a change in use classification takes place.

Fees due will be calculated upon receipt of all required information and must be paid prior to the issuance of a building permit.

I hereby certify that I have read and completed this application and know the same to be true and correct.

Printed Name of Applicant: _____

Signature of Applicant: _____

Date: _____



CITY OF HOPE

BUILDING SERVICES / INSPECTIONS / PERMITS
PO BOX 667, HOPE, ARKANSAS 71802
TEL. (870) 722-2505 FAX. (870) 722-2511

REQUIRED BUILDING INSPECTIONS (including plumbing, electrical & mechanical)

Building

1. Footing / foundation: excavation complete w/ reinforcing steel and forms in place.
2. Slab or under-floor: after reinforcing steel is in place and after conduit, piping, and other ancillary equipment is in place, but before concrete is placed, (may be combined w/ footing / foundation inspection) or subfloor is installed.
3. Floodplain: certification by licensed professional engineer or surveyor of lowest floor elevation.
4. Frame & masonry: after roof, masonry, all framing, firestopping, draftstopping, and bracing is in place and plumbing, mechanical & electrical rough-in inspections are approved. Before enclosing walls and ceiling.
5. Other: fire resistance construction when required. (duplex, etc.)
6. Final: all work completed and prior to occupancy.

Plumbing

1. Service lines: when excavation is completed and service lines (water & sewer) are in place prior to backfilling.
2. Gas: gas pipe pressure test prior to setting meter.
3. Under slab rough-in: under slab piping, ducts, etc. in place prior to backfilling.
4. Top out: after all piping is roughed-in prior to covering ceiling and walls.
5. Final: when all fixtures, faucets, etc are in place.

Electrical

1. Temporary power pole: when electrician has set pole for construction service.
2. Service lines: (buried service) when excavation is completed and service line conduit is in place prior to backfilling. To be inspected by Hope Water & Light, call 870-777-3000.
3. Footing / slab rough-in: when under slab conduit is in place prior to backfilling.
4. Framing rough-in: when all conduit, wiring, etc. is in place prior to covering ceiling and walls.
5. Final: when all appliances, fixtures, switches and receptacles are in place prior to covering breaker box.

Mechanical

1. Duct: when ducts and service piping or wiring are roughed-in prior to covering ceiling and walls.
2. Final: when all equipment is in place prior to occupying.

*** Note: A good rule of thumb is to not cover framing, electrical, plumbing and mechanical work until an inspection is made. Otherwise, you may be required to remove the cover (sheetrock) to enable an inspection of the covered work.**

Per the Arkansas Fire Prevention Code, it is the responsibility of the permit holder or their agent to notify the Building Official that such work is ready for inspection, and to provide access to and means for inspection of such work.

COMMERCIAL ONLY: Prior to a final building inspection and the issuance of a CERTIFICATE OF OCCUPANCY, all subcontractors (plumbing, electrical & mechanical) must request a final inspection. Following approval of all subcontractor's finals, the building will be inspected and a CERTIFICATE OF OCCUPANCY will be issued when all work under the permit is successfully completed and approved.