

P.O. BOX 1400  
FAIRFIELD BAY, AR 72088

Code Enforcement Division Phone (501) 884-3130 e-mail: ffbc@artelco.com

**CODE ENFORCEMENT OFFICER: DALLAS CLARK**  
**INFORMATION REQUIREMENTS FOR RESIDENTIAL AND COMMERCIAL**  
**BUILDING PERMIT APPLICATION**

**A. NEW CONSTRUCTION**

1. A SURVEY CERTIFIED BY A REGISTERED LAND SURVEYOR.
2. A site plan showing, street names, legal description property lines, easements setbacks, existing and proposed structures, distance of structures from property lines.
3. Three sets (3) of working drawings including exterior elevations. Show all foundations and footings. Framing plans showing all structural members, their size, methods of attachment, wall sections and materials for floors and roofs. Floor plans showing all windows, doors and room uses and sizes.
4. A plumbing riser diagram showing location of fixtures.
5. An electrical riser diagram showing all fixtures, wiring sizes, and panel schedules.
6. An HVAC riser showing duct work and routing, also showing type of duct insulation.
7. Utility availability report including sewer, water, electrical and telephone. If a septic system with leach field is required an approved permit from the Arkansas Dept. of Health is required.
8. In case of gas heat, size and location of tank and method of screening.
9. Insurance Certificate or copy of Insurance Policy covering Builders Risk, Workmen's Compensation and General Liability Insurance.
10. Owners name, mailing address and contact phone number