

RESIDENTIAL BUILDING Permit Process



When are building permits required?

Generally, you need a building permit from the City when you construct, enlarge, alter, repair, move, remove, improve, convert or demolish a building or other structure. This could be anything from a small shed to a house. A permit may also be needed to bring anything up to code. A separate permit may be required for grading, electric, mechanical and plumbing.

Construction projects may require both a city permit and an ACC permit. To see if an ACC permit is required you can contact the Architecture Control Committee at 479-855-8080.

Is my lot buildable?

The City is unable to determine if a lot is buildable. There are many factors and outside agencies requirements to consider: available utilities, septic or sewer, house size, building setbacks, lot elevation, etc. Some of the agencies involved can be found at the end of this document.

Do you need to hire a professional?

Per city ordinance, a contractor must have a license, from the State of Arkansas, to build a new residential home. A property owner who acts as a building contractor for the purpose of construction of his/her own residence is not required to be licensed unless the person constructs more than (1) residence per calendar year. An affidavit is needed prior to issuing the permit. Per city ordinance, electrical, mechanical and/or plumbing work requires a permit to be issued to an Arkansas state-licensed master professional of that trade.

Applying for a Permit

You may apply for a building permit when you have all the required documentation for your proposed project. The permit application and documents should be produced in a clear and legible manner, to scale, and include a current phone number and email address.

The application packet is available at the CDS counter, as well as on-line under the building department of the city website at www.bellavistaar.gov. (Departments, Building) The information needed on the plans will vary depending on the specifics of your project. Please choose the appropriate permit application that matches your scope of work.

The Review Process: What happens next?

After your application is submitted, we will review your plans. Depending on the nature of the project, the review could involve several departments.

Corrections, Clarifications, and Changes

Community Development will notify you if the plans cannot be approved as submitted, we will provide you with lists of necessary corrections.

Minor corrections can be made on the original plans submitted. However, if major changes are necessary, or if there are numerous corrections, you will be required to correct the base drawings and resubmit copies of the revised plans. Submitting thorough and complete plans initially will help avoid numerous revisions.

When revised plans are submitted, they will be submitted for subsequent review. Plans submitted for recheck will generally require less processing time than required for the initial check.

Issuing the Permit

After the City determines that the plans satisfy all code requirements and any initial inspection has passed, if required, you can pay the permit fees. Upon payment, we will issue a building permit. You can then begin construction.

When building across a property line, the applicant needs to follow the procedures for a Notice of Encroachment. An Easement Release will also need to be obtained by contacting the Architecture Control Committee. The building permit will not be issued until these items are completed.

Inspections

We will inspect your project as work progresses. The permit board must be posted onsite at all times, visible and readable from the street. You must call or schedule an inspection 24 hrs in advance as each phase of your project is completed, but before you begin the next phase. Contractors can call 479-268-4980, send an email to permits@bellavistaar.gov or go online to our home portal to schedule an inspection. Once an inspection has taken place you'll receive an email with the details.

From the day the permit is issued, you are allowed 180 days (six months) to begin work on your project. Once construction begins, you must continue to work on your project to avoid permit expiration. Your permit will be extended 180 days (six months) from the last inspection.

Why is the permit process so complex?

The process of issuing a building permit may seem complex, which it is. It involves many City departments and outside agencies, and it may include a separate Planning process. The City is required by law to enforce numerous Federal, State and local construction and development regulations to ensure that your project is safe and is an asset to the community.

Citizen Portal

The home portal is a web application that allows you to submit your permit applications online, request inspections at your convenience as well as review approved permits. On this site you may search by permit #, permit type, property address or applicant. This will allow you to view all your permits, the status of the permit, any inspections that have been done and fees paid.

The link to the Home Portal is: <https://bellavistaar.portal.iworq.net/portalhome/bellavistaar>

For more Frequently Asked Questions visit the city website at bellavistaar.gov. Go to departments, building, Residential Building FAQ's.