

MISCELLANEOUS/ACCESSORY IMPROVEMENTS PERMIT APPLICATION



PRIMARY CONTACT: ☐ Owner ☐ Contractor

PROPERTY OWNER INFORMATION			
Name:			
Phone:		Email:	
Property Address:		Parcel:	
CONTRACTOR INFORMATION			
Contractor/Company Name:		State Contractor's License #:	
Primary Contact Name:		License Expires:	
Mailing Address:		City:	State: Zip:
Phone:		Email:	
PERMIT TYPE			
Type of Work:	☐ Residential (under 4 living units)		☐ Commercial (over 4 living units)
	☐ New	☐ Addition	☐ Remodel ☐ Repair
Was this property built prior to 1978?		Yes ☐	No ☐
If yes, you are required by the US EPA's Renovation, Repair, & Painting rule to be a Lead Safe Certified Firm with the US EPA if performing work that will disturb a painted surface in homes, childcare facilities and pre-schools built before 1978.			
☐	I elect to use a third-party plan review: Plan Reviewer Name:		
☐	Storm Shelter Circle Type: Basement, In-ground/Garage, Yard (Residential Only)		Variable
☐	\$25 for first \$1000 - \$5 for each additional thousand or fraction thereof		
☐	Demolition Permit		\$50.00
☐	Moving / Relocation Permit		\$100.00
☐	Accessory Improvements and Home Remodels. Including but not limited to interior remodel, restorations, alterations, workshops, storage buildings, decks, ramps, stairs, roof over decks or porches, screened decks, sun rooms, carports, pergolas, gazebos, garages, docks, and boathouses. Description of Work: _____ _____ Electrical ☐ Mechanical ☐ Plumbing ☐ Project Valuation: _____		Fee is based on ICC Valuation
I, the undersigned, do hereby certify that I have read and examined this document and know the same to be true and correct. I certify that the above, together with the attached sites plans and building drawings, constitutes a true description of the proposed building and accessory construction and the location on the site of all items of construction will be in accordance with these documents. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. I understand inspections by City Inspectors will be made only to determine compliance with construction codes and not to assist the owner or contractor in properly locating the structure. I acknowledge my responsibility to insure, by boundary line survey if necessary, that the location of the structure will conform to setback requirements of the Bella Vista Zoning or Subdivision Ordinances. I understand that granting of a permit does not presume to give authority to violate or cancel the provisions of any state or local law regulating construction or the performance of construction.			
Contractor / Owner / Authorized Agent Signature:			Date:

PLAN SUBMITTAL REQUIREMENTS

Storm Shelter	- Plot plan with location, drawn to scale, including dimensions. - Elevation drawings detailing the installation, dimensions and materials. - Evidence the shelter meets the requirements for FEMA-360 and ICC-500 and has been Missile Impact tested.
Demolition	- Plot plan indicating the extent of demolition, showing what items are to be demolished or retained. - Plan of disposal - A work order statement identifying the electrical disconnect - Commercial – A work order statement for sewer disconnect
Moving / Relocation	- Plot plan showing the new location for the structure, drawn to scale. - Schedule of moving (time, date, and route to be followed) submitted to Police and Fire Departments - If routing includes state/federal highways, provide AHID permit prior to permit issuance. - Advance notice to utility providers.
Accessory Structures	- Plot plan with location, drawn to scale, including dimensions. - Elevation drawings of structure detailing the materials and their location with dimensions. - Drawings need to include a footing/foundation plan. - Drawings need to be labeled to include any utilities that may be added or moved. - Deck detail sheet
Remodel, Restoration, Alteration	- Before and after plans - Rooms labeled, door and window measurements for rooms being remodeled. - Show any mechanical, electrical, or plumbing. - Septic approval if adding a bedroom. - Deed Restriction if applicable - Must be notarized and filed with Benton County.

ACKNOWLEDGEMENTS

1.	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. Exterior improvements must be completed within 6 months.
2.	Inspection of permitted work may reveal code violations not discovered during plan review.
3.	A clean set of construction plans, <i>bearing the City's approval</i> , must be kept at the job site at all times.
4.	Any alterations or deviations from approved plans must undergo further review by the Building Official.
5.	In the event that construction or work has commenced prior to obtaining the proper permit(s), the Building Official will issue a stop work order until such time that proper permit(s) have been obtained.
6.	The City of Bella Vista shall not be responsible for the workmanship, safety, quality, or conformity to contractual specifications of any permitted construction. This is a matter between the owner and general contractor.