

CITY OF VILONIA, ARKANSAS

INFORMATION REGARDING BUILDING PERMITS AND INSPECTIONS

General Information:

- Building Permit Applications may be obtained at the Vilonia City Hall located at 18 Bise Drive, Vilonia, Arkansas, or online at www.cityofvilonia.net.
- Applications may be submitted any time the office is open.
- Routine Residential Permits will normally be available the next working day. However, it is best to call before coming to pick them up (501-796-2534 ext 3).
- Commercial Permits require a Site Plan Review by the Planning Commission and a Building Plan Review by the City Engineer, Fire Marshall, and other city personnel. Commercial Permits can take 15 to 45 days for approval, depending on when submitted.
- A separate plumbing permit must be obtained from Vilonia Waterworks (19 Industrial Drive || 501-796-2711). Vilonia Sewer (18 Bise Drive || 501-796-2533) requires a sewer connection permit. The water and sewer connection points are required on the plat for a building permit application.
- Fees for building permits and site plan reviews must be paid at the time the permit applications are submitted.

ALL CONSTRUCTION MUST COMPLY WITH THE FOLLOWING CODES:

- Vilonia Control of Development and Subdivision of Land Regulations, City of Vilonia Zoning Ordinance, and the Vilonia Master Street Plan
- 2015 Edition of the International Building Code
- 2014 National Electrical Code and local amendments
- 2014 Arkansas Energy Code for New Building Construction
- 2012 Edition of the Arkansas Fire Prevention Code
- 2010 Arkansas Mechanical Code
- 2006 Edition of the Arkansas Plumbing Code

The following items are required on the job-site at the time of the first inspection. If these items are not present, you will be turned down on the inspection and work stopped until deficiencies are corrected.

- Sign with builder's name, license number, telephone number, and the job-site address.
- Portable toilet (if builder has two or more sites within 300 feet of each other, one portable toilet will suffice).
- Building permits and supporting information in mailbox.
- Trash container for debris.
- Erosion control (properly installed) if lot slopes toward street or adjacent property.
- Plot plan showing setbacks from property lines, location of sidewalk (if required to be built by homebuilder), location of driveways, sewer and water connection points, etc.
- A driveway/culvert permit approved by City Engineer (if applicable).
- Floodplain Development Permit approved by the City Engineer (if applicable).

Cost

- Residential Building Permit Fees:
 - New Residence - \$300.00
 - Storage/Garage Building - \$100.00
 - Manufactured Home - \$200.00
- Commercial & Industrial Fees:
 - Building Permit - \$500.00 (with an additional fee of \$0.50 per thousand dollars of construction cost)
 - Site Plan Review - \$100.00 (with an additional fee of \$0.02 per square foot of building space)

Payment for permits must be made at the time the application is submitted. No work will be performed until permits have been approved and issued.

Permit Application Procedure:

- The application form must be completely filled out.
- An application for a building permit shall include a site development plan or plat drawn to scale.
 - If the development proposal is for a conditional use, planned unit development, or multiple building development, the plan shall be prepared by a professional.
 - If the development proposal is for a permitted use, at the discretion of the Code Enforcement Officer, the plan may be drafted by a non-professional.
- The site plan or plat should include a North arrow and bar scale and show the following in clear and sufficient detail:
 - The actual shape, proportion, and dimensions of the affected parcel of land on which work is to be commenced, and satisfactory evidence that actual corners of the parcel are known and are established on the ground.
 - The shape, size, and location of all buildings or structures to be erected, altered, or moved on the parcel, and unaffected existing structures.
 - The approximate connection points for water and sewer service.
 - The location and dimensions of easements, driveways, floodplain boundaries, and streets. The owners and land uses of adjacent properties.
 - Existing and intended uses of the land and all buildings or structures thereon.
 - Any additional information relating to the proposed improvements which may be needed to determine compliance with zoning or permit requirements.
- A Commercial site plan will require Planning Commission approval. The Planning Commission meets on the last Thursday of each month and 11 copies of the site plan must be submitted at least 15 days prior to the meeting.
- Commercial Building Plan review by the City Engineer and Fire Marshall can be accomplished concurrently with the site plan review.
- If re-zoning or conditional use permit is required, approval will need to be granted by the Vilonia Planning Commission and Vilonia City Council prior to issuance of a building permit.
- If the structure (new or remodel) is in or near the regulated floodplain, a determination is required by the City Engineer regarding the need for a Floodplain Development Permit.

Inspections:

The following inspections will be made at the appropriate time by the City Code Enforcement Officer. The builder must request these inspections with at least 24 hours' notice. Every effort will be made to perform inspections as timely as possible. Major items that will be reviewed during these inspections are listed below. (Other inspections may be made and other items checked at the discretion of the Code Enforcement Officer).

Plumbing inspections are conducted by Vilonia Waterworks and sewer inspections by Vilonia Sewer Department.

Footing Inspections:

The primary purpose of this inspection will be to check that all setbacks are appropriate and that footing, foundations, reinforcement, etc., are adequate. Major inspection items are:

1. A minimum of three (3) property lines must be string lined and all corner pins located. Batter board and house string lines shall be pulled.
2. Concrete floor slabs shall be minimum 4" thickness with an approved vapor barrier and 6x6 10-10 wire mesh.
3. Footing are required to be excavated a minimum of 12' below existing grade. Footing and crawl space area shall be clean and free of vegetation. Footings shall be on original grade or engineered fill with a minimum of 95% compaction.
4. Crawl space are shall be graded to provide drainage.
5. Footing steel (minimum of 2 #4 bars) shall be tied and in place with proper chairs or support (4 #4 bars for monolithic slabs). All required perimeter slab insulation: wire mesh, vapor barrier, and rebar shall be in place and chemical pest control measures completed (monolithic slabs).
6. Appropriate erosion control measures are in place.

Framing Inspections:

1. For crawl space construction:
 - Adequate Ventilation
 - Proper Clearance
 - Wood Floor Systems – Proper size, spans, and bracing
2. Slab Construction:
 - Sill Plates must be anchored to foundation in an approved manner.
 - Sill Plates on the perimeter of concrete slabs shall be treated lumber.
3. Proper corner and wall bracing, at corners and ever 25' of wall length.
4. Appropriate moisture and air flow protection installed.
5. Sufficient (adequate) ties laterally to ceiling joust. A continuous tie between exterior walls is required.
6. Provide attic access and walkway to all attic installed appliances of the Standard Mechanical Code.
7. Adequate roof framing: collar ties, wind bracing, purlins, and joist/rafter spans.

Final Inspection:

When construction is complete, a final inspection will be performed prior to issuance of a Certificate of Occupancy. In preparation for this final inspection, the builder shall provide the completed Certification of Compliance with Applicable Codes Form.

Some specific items that will be checked at final inspection are:

1. Must have address posted on the residence as required by City Ordinance.
2. The final grade shall be sloped away from the foundation walls at a minimum slope of 6" in 10' (5% grade).
3. All grading, sodding, etc., must be complete.
4. Sidewalks must be completed where applicable.

Follow-Up Inspections:

If deficiencies are found during any inspection, a tag will be left by the Code Enforcement Officer. When deficiencies are corrected, a follow-up inspection should be requested. There will be a charge of \$25.00 for each follow-up inspection required.

Certificate of Occupancy:

A Certificate of Occupancy (CO) shall be issued by the Code Enforcement Officer prior to the occupation of a new or altered residence. The CO will be issued if the premises and improvements comply in all respects with the applicable development regulations for the city. If the premises do not so comply, the Code Enforcement Officer shall specify the provisions which have been violated.

A temporary Certificate of Occupancy may be issued upon request of the property owner, provided all fire and safety requirements are met and it may be safely occupied prior to final completion of the building. This temporary CO shall be valid for a specified period not to exceed six months.