

MINIMUM REQUIREMENTS FOR Plan Review Check List

INTERIOR REMODEL ONLY

- Cover Sheet: Make sure that the minimum requirements (per the minimum requirements for Building Permits outline) are provided on the cover sheet. Be sure we have a use listed for the structure (previous use and proposed use).
- Utility Site Plan: Make sure the site plan shows the utility connection points and the locations of all utilities proposed and existing.
- Floor Plan: Make sure the floor plan is dimensioned along with room names or use, drawn to scale.
- Schedules: Make sure there are door, window and finish schedules.
- Sections: Make sure there are wall, floor and ceiling sections showing the construction methods. Details for all fire rated construction shall be included.
- Plumbing: Make sure there are complete plumbing drawings included. This shall include riser diagrams and schedules for both gas and water.
- Mechanical: Make sure there are complete mechanical drawings included, including details and schedules.
- Electrical: Make sure there are complete electrical drawings included. This shall include a riser diagram and schedules.

Be sure that the routing form states if the building has a fire sprinkler system, if so, what type of sprinkler system is proposed.

If required be sure that the plans are stamped by an Architect/Engineer/ or Land Surveyor licensed in the State of Arkansas.

This list represents the minimum required drawings. If the plans are not complete, return to applicant until the complete plans are submitted. The Building Official is authorized to make exceptions.