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## MINIMUM REQUIREMENTS FOR Plan Review Check List

### NEW STRUCTURES OR ADDITIONS

- 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). Provide a life safety plan along with a code analysis.
- Survey Make sure there is a survey with a stamp and signature from a surveyor licensed to practice in State of Arkansas.
- Site Plan Make sure there is a site plan with a stamp from an Engineer or Architect licensed in the State of Arkansas.
  - Make sure there is a parking plan with dimensions included.
  - Trash/Mechanical screening details
- Landscape Plan Make sure Landscape plan has a listing of plants and locations.
- Drainage Plan Make sure there is a drainage plan submitted.
- Erosion Control All drainage must conform to the 2011 City of Fort Smith Drainage Standards.
- Utility Site Plan Make sure the site plan shows the utility connection points and the locations of all utilities proposed and existing.
- Foundation Plan Make sure there is a foundation plan with a stamp of an Engineer licensed to practice in the State of Arkansas along with a seismic certification, if required. Seismic certification is required for any addition 4,000 sf and any new commercial building.
- 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.
- Framing Plan Make sure that there is a floor, ceiling and roof framing plans for an addition or new construction. Make sure that structural plans contain the stamp of an engineer licensed in the State of Arkansas along with seismic certification if required (see requirements of **Foundation Plan**). Details of the methods of construction shall be included.
- Elevations Make sure there is an elevation of each side of the building. This shall show all materials with construction notes and height dimensions.
- 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.

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.

**Currently Adopted Codes**  
**Fort Smith Municipal Code, Chapter 6 with Amendments.**

2021 Arkansas Fire Prevention Code, Volume's I, II and III  
Act 100 of 1991 - Earthquake Resistant Design  
2014 Arkansas Energy Code  
2018 Arkansas Plumbing Code  
2018 Arkansas Fuel Gas Code  
2021 International Mechanical Code  
2020 National Electric Code  
2021 NFPA Life Safety Code  
2017 ICC A117.1