

COMMERCIAL PLAN REVIEW REQUIREMENTS

The City of North Little Rock has adopted the 2012 Arkansas Fire Prevention Code (AFPC) for all construction projects under its jurisdiction. In order to expedite the plan review process, the following requirements must be submitted before any plan review will start:

1. One complete set of plans on a CD in PDF format shall be submitted.
2. An [application](#) completely filled out and signed.
3. A letter from the Arkansas Dept. of Health for plumbing work and food service when applicable.
4. A letter from the NLR Planning Commission on all new buildings, additions greater than 5000 sf, or additions more than half the principle structure.
5. A Certificate of Appropriateness (C of A) from the History Commission when applicable.
6. An Asbestos survey of any planned demolition where applicable.
7. Plan review fee (1/4 of the permit fee).

Submitted Plans must include:

All plans submitted shall be in accordance with the [AFPC vol. 2 sec 107](#). Submitted plans shall include:

1. A title page or index cover sheet identifying the project & listing all of the included drawings.
2. Civil drawings to include surveys and site plans indicating property lines, utilities, sidewalks, curbs, gutters, driveways, parking lot spaces with ADA spaces and ramps noted, elevations, storm water, retaining walls, fences, signs, and fire hydrants.
3. Architectural, structural, mechanical, electrical, plumbing and fire protection plans.
4. Landscape plan indicating compliance with [NLR Landscape Ordinance](#).

Completed Plan Review

Once the plan review is completed, the plans will be stamped as "Reviewed for Code Compliance" and returned to the Contractor on a CD when purchasing the building permit. These are the "Job Site Plans" and will remain on the job site until the Certificate of Occupancy is issued. The Contractor is responsible for printing a hard copy or providing a computer for the Inspector to review during their inspection.

Incomplete or Rejected Plans

The Applicant will have 30 days to resubmit additional plans or revisions upon notification by the Plans Examiner. Failure to resubmit by the deadline will result in forfeiture of the plan review fee, the plans will be withdrawn, and the applicant will have to resubmit new plans and application.

Rodger Greene

Building Official/Plans Examiner

12/1/2017