

# Requirements for Plan Review

1. Must submit (3) complete sets of plans.
  - (2) Wet stamped - (1) Copy
2. Cover sheet must comply with AFPC 106.1.7.
  - Site address
  - Applicable codes
  - Architect signature, statement and information
  - Building type
  - Construction type
  - Occupancy load
  - Sprinkled or not
  - Total square footage
  - Means of Egress
  - Seismic rating - Zone D
  - Snow load - 15 inches
  - Wind load - 90 MPH
  - Rain Zone - 3 in. PH
  - Elevations
3. Submit copy of Soils Report. (On new buildings)
4. Submit copy of Energy Compliance Certificate - COMCheck Program. (On new shell buildings)
5. Submit special inspection requirements. (On new buildings)
6. Require copy of Arkansas Department of Health Food Services letter - if applicable.
7. Require copy of Arkansas Department of Health State Plumbing letter.
8. Items to Check:
  - Egress distance
  - Emergency lighting inside and outside
  - GFI in restrooms
  - Trap primers
  - Expansion tanks or relief valve
  - All special items, hand rails, stairways, etc...

# Commercial Plan Review Outline

## 1. Plan Submittal

- Will need to establish the review fee from the permit clerk at the front desk. The fee is based on the valuation of the complete project.
- Will need to obtain a plan review permit, pay the fee and submit three sets of scaleable plans.
- If the valuation of the project is greater than \$75,000.00 the plans will need to be produced, sealed and signed by an Arkansas certified design professional. This will include architectural, structural, mechanical, electrical and plumbing.
- Any projects that include plumbing work will also need to be submitted to the Arkansas Department of Health for review and approval. This will be the plumbing portion only.

## 2. The Plan Review

- Plans will be reviewed on a first come first serve basis.
- The plan review will normally take 2 to 3 weeks depending on the complexity of the project.
- Smaller projects like tenant finish outs, etc.. can normally be worked in on a faster time line.
- Typically upon completion of the plan review a comment letter is generated listing items that do not meet the requirements of the code. The letter is sent to the design professional or the author of the plans for revisions or clarification. On occasion a second round of comments are sent out based on the original response not satisfying all items on the first letter.
- To achieve complete approval for permit the approval letter from the Arkansas Department of Health and the Rogers Planning Department approval must be obtained. After all the above has been completed a permit approval letter will be sent out indicating your project's permit is approved for issuance.

## 3. Complying with the approved plans.

- One set of approved plans marked "Site Plan" will be given to the recipient of the permit. This set shall be used to construct the building and kept at the job site for the duration of the project.
- Any deviation from the approved set of "Site Plans" must be submitted and approved prior to the changed work being performed.

## 4. Compliance with the code.

- As trained professionals we make every effort to find all code infractions during the review process. However, the possibility exists that on rare occasion we may overlook a code item on a review. If this item is discovered during the regular job site inspections and represents a life safety issue it will be required to meet the intent of the code.