

City of Conway Arkansas
Commercial Building Code Plans Review Procedures

Planning Department Site Development Review

New Commercial projects and commercial additions exceeding 20% of the existing building's area are required to be processed through the Planning Departments Site Development Review. (*Contact Planning Department at 501-450-6105 for Site Development Review Procedures*) The Planning Department Site Development Review and Approval provides site development plans which have been reviewed and approved by Fire Dept., Sanitation Department, Engineering Department, Conway Corporation and Planning Department. These plans will contain the approval signatures from each department and many times will contain comments and/or conditions applicable to the approval of the site development plans. Upon approval of the site development plans and signature by the Development Department Director, the site development plans are provided to the Office of Permits and Inspections.



Notification of Applicant to Initiate Building Permit Plans Review

Upon receiving the approved site development plans from the Planning Department, the Office of Permits and Inspections will contact the applicant and direct them to pick up the site development plans and incorporate all departmental signatures, comment and conditions into two sets of construction plans to be submitted to the Office of Permits and Inspections for Building Permit Plans Review.

Projects Not Requiring Site Development Review

Small additions and renovation projects that do not require Site Plan Development Review initiate the Building Permit Plans Review process as noted below with the exclusion of the Development Site Plan requirements mentioned in the process. A review of these projects by Planning, Sanitation and Engineering Departments may be required based upon the scope of the project.



**Building Permit Plans Review
Submittal Requirements**

A commercial building permit application is required to be submitted along with two sets of construction plans, the original signed Development Site Plans and the commercial plans review fee, in order to initiate the Building Code Plans Review. The two sets of construction plans will need to include the signatures, comments and conditions found on the development site plans. The plans submitted will also need to include site plans, footing and foundation plans, elevations, cross-sections, structural plans, mechanical, electrical and plumbing plans adequate in detail to show in sufficient clarity the location, nature and extent of the work and show in detail that the proposed work will conform to the provisions of the code and relevant laws, ordinances, rules and regulations.



Building Permit Plans Review Routing Process

One set of construction plans will be routed to Fire Dept. and Conway Corp. for review, and one set is reviewed by the Office of Permits/Inspections and Planning Department. Upon completion of the review of the plans, the plans shall be returned to the Office of Permits and Inspections. Each reviewing Department shall be responsible for notifying the design professional of any deficiencies needing correction.



Permit Issuance and Reviewed Job Site Plans

The building permit will be approved for issuance after:

- 1) Return of the reviewed plans to the Office of Permits and Inspections from Planning, Fire and Conway Corp.,
- 2) Notice of "OK for Issuance of Building Permit" from Planning, Fire and Conway Corp., and,
- 3) After review and approval of the plans by the Office of Permits and Inspections.

One set of the reviewed plans will be given to the applicant with a stamp affixed indicating "Reviewed for Code Compliance". Such plan shall be made available on the job site for use by the building inspector to verify compliance of the project with the "Reviewed for Code Compliance" plans.