

# **City of Pine Bluff Commercial Plan Review Submittal Requirements**

**BUILDING REVIEW: (2) Sets of complete stamped drawings and 3 CD PDF Format**

**(2) Copies of Site Plans**

**Drainage & Site Plan**

**Plumbing & Site Plan**

**Storm Water SWPP Plan**

**Grading Plan**

**(Plan Review Fee must be paid before review begins)**

- Architectural/Engineering design development drawings indicating size of the building, Use, Group, and Type of Construction: Drawings to include building plans and sections with means of egress, fire separation assembly locations and fire protection systems proposed.
- 2 Complete site plan (drawn to scale, showing the actual dimensions and shape of the lot to be built upon; the exact sizes and locations of existing buildings and structures, if any, on the lot; and the location and dimensions of the proposed building or alteration, a plan of parking facilities shall accompany, sidewalks, setbacks, drainage, hydrant locations etc.)
- Complete Architectural and Structural plans
- Complete HVAC/R plans and specifications
- Complete Plumbing plans and specifications
- Complete Electrical plans and specifications
- Complete Storm Water SWPPP plans and specifications (if disturbing more than 1 acre)

**The City of Pine Bluff, Arkansas is under the:**

2006 Arkansas Plumbing Code

2006 Arkansas Fuel & Gas Code

2010 Arkansas Mechanical Code

2017 National Electric Code

2012 Arkansas Fire Prevention Code Volumes I, II, & III

Composed Of:

Volume I - 2012 International Fire Code

Volume II - 2012 International Building Code

Volume III - 2012 International Residential Code

With Arkansas Revisions, Referenced Standards, and Appendices

All work shall follow the 2012 Arkansas Fire Prevention Code Volumes I, II, & III including Arkansas Revisions, Referenced Standards, and Appendices.

A review by the following departments will be required on new projects.

- Pine Bluff Inspection & Zoning Department
- Pine Bluff Fire Department
- Pine Bluff Wastewater Utility
- Pine Bluff Street Department

# City of Pine Bluff

## Commercial Construction Information

Minimum Requirements for Drawings. It is the policy of the Building Codes Division and Fire Prevention Division to require all building plans to have drawings and specifications prepared by qualified design professionals as indicated below, and subject to the discretion of the Plans Examiner.

- Submittal documents consisting of *construction documents*, statements of *special inspections*, geo-technical report and other data shall be submitted in two or more sets with each *permit* application. The *construction documents* shall be prepared by a *register design professional* where required by the status of the jurisdiction in which the project is to be constructed. Where special conditions exist, the *building official* is authorized to require additional *construction documents* to be prepared by a *registered design professional*. A *register design professional*, an architecture or engineer legally registered under the laws of this state regulating the practice of architecture or engineering shall be required and shall affix his or her official seal to said drawings, specifications and accompanying data, for the following:

1. All Group A, E and I occupancies, except Group A occupancies with an occupant load less than or equal to 50;
2. Buildings and structures three or more stories in height; and
3. Buildings and structures 5,000 square feet or more in area.

For all other buildings and structures, the submittal shall bear the certification of the applicant that some specific state law exception permits its preparation by a person not so registered.

- Plans and specifications for construction work exceeding \$100,000 in value except residential work involving four (4) or less dwelling units, is subject to compliance with the Arkansas Architectural Act, State of Arkansas Act 1338 of 1999.
- It should be noted that the "building or structure", as stated above, shall mean all components thereof. This shall include, but not be limited to foundation, structural, architectural, mechanical, plumbing and electrical and shall also include tenant space development. Details are as follows:

## **107.2 Construction Documents.**

*Construction documents* shall be in accordance with Sections 107.2.1 through 107.2.5.

### **107.2.1 Information on construction documents.**

*Construction documents* shall be dimensioned and drawn upon suitable material. Electronic media documents are permitted to be submitted when *approved by the building official*. *Construction documents* shall be of sufficient clarity to indicate the locations, nature and extent of the work proposed and show in detail that it will conform to the provision of this code and relevant laws, ordinances, rules and regulations, as determined by the *building official*.

### **107.2.2 Fire protection system shop drawings.**

Shop drawings for the *fire protection system(s)* shall be submitted to indicate conformance to this code and the *construction documents* and shall be *approved* prior to the start of system installation. Shop drawings shall contain all information as required by the referenced installation standards in chapter 9.

### **107.2.3 Means of egress.**

The *construction documents* shall show in sufficient detail the locations, construction, size and character of all portions of the *means of egress* including the path of the *exit discharge* to the *public way* in compliance with the provision of this code. In other than occupancies in Group R-2, R-3, and I-1 the *construction documents* shall designate the number of occupants to be accommodated on every floor, and in all rooms and spaces.

### **107.2.4 Exterior wall envelope.**

*Construction documents* for all buildings shall describe the exterior wall envelope in sufficient detail to determine compliance with this code. The *construction documents* shall provide details of the *exterior wall envelope* as required, including flashing, intersections with dissimilar materials, corners, end details, control joints, intersection at roof, eaves, or parapets, means of drainage, water-resistive membrane and details around openings.

The *construction documents* shall include manufacture's installation instructions that provide supporting documentation that the proposed penetrations and openings details describe in the *construction documents* maintain the weather resistance of the *exterior wall envelope*. The supporting documentation shall fully describe the *exterior wall system* which was tested, where applicable, as well as the test procedure used.

### **107.2.5 Site plan.**

The *construction documents* submitted with the application for permit shall be accompanied by a site plan showing to scale the size and location of new construction and existing structures on the site, distances from *lot lines*, the established street grades and the proposed finished grades and, as applicable, flood hazard areas, floodways, and *design flood* elevations; and it shall be drawn in accordance with an accurate boundary line survey. In the case of demolition, the site plan shall show construction to be demolished and the location and size of existing structures and construction that are to remain on the site or plot. The *building official* is authorized to waive or modify the requirement for a site plan when the application for *permit* is *alteration* or repair or when otherwise warranted.

**107.2.5.1 Design flood elevations.**

Where *design flood* elevations are not specified, they shall be established in accordance with Section 1612.3.1.

**107.2.6 Structural and fire-resistance integrity.**

Plans for all buildings shall indicate how required structural and fire-resistance integrity will be maintained where a penetration of a required fire-resistant wall, floor or partition will be made for electrical, gas, mechanical, plumbing and communications conduits, pipes and systems. Such plans shall also indicate in sufficient detail how the fire integrity will be maintained where required fire-resistant floors intersect the exterior walls and where joints occur in required fire-resistant construction assemblies.

**107.2.7 Hazardous occupancies.**

The building official may require the following:

**1. General site plan.**

A general site drawn at a legible scale which shall include, but not limited to, the location of all buildings, exterior storage facilities, permanent access ways, evacuation routes, parking lots, internal roads, chemical loading areas, equipment cleaning areas, storm and sanitary sewer accesses, emergency equipment and adjacent property uses. The exterior storage areas shall be identified with the hazard classes and the maximum quantities per hazard class of hazardous materials stored within.

**2. Building floor plan.**

A building floor plan drawn to legible scale which shall include, but not limited to, all hazardous materials storage facilities within the building and shall indicate rooms, doorways, corridors, exits, fire-rated assemblies with their hourly rating, location of liquid-tight rooms and evacuation routes. Each hazardous material storage facility shall be identified on the plan with the hazard classes and quantity range per hazard class of the hazardous materials stored within.

**107.2.9 Cover sheet and plan certification requirements.**

Plans and specifications shall contain the following items and information when submitted to the State Fire Marshal's Office or Authority Having Jurisdiction:

1. An architect's stamp and signature or engineer's stamp and signature shall be placed on the front page of each plan submitted and an architect's stamp or engineer's stamp shall be placed on each subsequent page of the plans, Architects and engineers must be registered by the State of Arkansas.
2. The following paragraph shall be placed on the front page of the plans and blueprints with the registered architect's or engineer's signature:

*"I herby certify that these plans and specifications have been prepared by me, or under my supervision. I further certify that to the best of my knowledge these plans and specifications are as required by law and in compliance with the Arkansas Fire Prevention Code for the State of Arkansas."*

3. On the front page of the plans or blueprints, the following information is to be noted regarding the project:
  - (A) The occupancy classification(s) (Chapter 3, Volume II);
  - (B) The type of construction (existing and proposed) (Chapter 6, volume II) including sprinkler or non-sprinkler.
  - (C) Allowable height and building area per floor (existing and proposed) (table 503, chapter 5 Volume II).
  - (D) Floor areas and occupant loads (existing and proposed), as follows:
    - a Area, gross floor (Chapter 2, volume II) for each floor of all buildings, broken down by use and including a total area.
    - b Area, net floor (Chapter 3, Volume II) for the following occupancies:
      1. Assembly occupancies and uses;
      2. Day care;
      3. All educational occupancies (including uses above the 12<sup>th</sup> Grade). When mixed occupancies exist, all occupancies and floor areas will be calculated and listed separately in accordance with the above guidelines.
  - (E) Separation distances for each exterior wall to assumed and common property lines (Chapter 2, Volume II).
  - (F) Exit access corridor and stair shaft enclosure protection requirements.
  - (H) All rated construction assemblies including UL or other approved listing (Chapter 7, Volume II).
  - (I) Statement of special inspections (Chapter 17, Volume II) including a complete list of required inspections. For large or complicated projects this item may be abbreviated and referenced to a complete statement in another location in the plans and specifications.
  
4. In accordance with Arkansas Act 1100 of 1991 (A.C.A. 12-80-101 through 12-80-106 as amended), the structural plans of each public building and structure shall bear the following:
  - (A) Licensed Arkansas engineer's seal and signature:
  - (B) A statement of reference to what the seismic zone the structure is designated to satisfy: and
  - (C) Information required by Chapter 16 of volume II of the *Arkansas Fire Prevention Code*.

**107.3.1 Approval of construction documents.**

When the *building official* issues a *permit*, the *construction documents* shall be *approved*, in writing or by stamp, as "Reviewed for code Compliance." One set of *construction documents* so reviewed shall be retained by the *building official*. The other set shall be returned to the applicant, shall be kept at the site of work and shall be open to inspection by the *building official* or a duly authorized representative.

**107.4 Amended construction documents.**

Work shall be installed in accordance with the *approved construction documents*, and any changes made during construction that are not in compliance with the *approved construction documents* shall be resubmitted for approval as an amended set of *construction documents*.

- **Additionally,  
State Act 474 of 1999**  
"A surcharge in the amount of fifty cents (\$.50) per each \$1,000.00 of construction authorized on any non-residential construction permit issued by any political subdivision of this state is imposed to financially support the craft training education program." The City of Pine Bluff will collect this charge by the State of Arkansas on all commercial construction beginning July 30, 1999. Maximum: \$1,000.00.

**2. Inspections and Certificate of Occupancy**

- All construction work requiring a permit shall be inspected per the 2012 Arkansas Fire Prevention Code Volume II.
  - As per Code Section 110 of the 2012 Arkansas Fire Prevention Code Volume II, a Certificate of Occupancy is required prior to occupying a new building or any building (or part thereof) that has undergone a change of occupancy classification, use, or nature. Each individual tenant in multi-tenant buildings shall have a Certificate of Occupancy that will be issued following an approved final building inspection.
- 3. The time required to process a plan review on new projects and additions is ten (10) working days. A letter of requirements will be faxed or mailed to the applicant or other designated person upon completion of the plan review. Provide complete name, address, phone number and fax number of all interested parties.**
- 4. Applicant shall submit certificate or letter of approval from the Arkansas State Health Department, (501) 661-2000, for all new construction, remodeling construction or addition(s) involving installation of plumbing facilities, food service establishments and/or health service facilities.**
- 5. The applicant is expected to obtain the permit and pay all fees within thirty (30) days after notification that the permit is ready for issuance.**
- 6. State law requires that contractors be licensed in the State of Arkansas before bidding or performing work in excess of \$50,000.00. For more information please contact:**

**Contractors Licensing Board  
4100 Richards Road  
North Little Rock, AR 72117  
(501) 372-4661**

7. City Ordinances states that you must obtain a City Contractor's License (a.k.a. privilege, city business license) to operate within the jurisdiction of the City of Pine Bluff. (We do reciprocate with other cities in the State of Arkansas when the contractor has no office within the City of Pine Bluff.) For more information, please contact:

**City of Pine Bluff Collector's Office**  
200 E 8<sup>th</sup> Ave Room 102  
Pine Bluff, AR 71601  
(870) 730-2025

8. All permits for construction projects are obtained by the owner, general contractor or their responsible agent(s) at:

**City of Pine Bluff Inspection & Zoning Office**  
200 E 8<sup>th</sup> Ave Room 101  
Pine Bluff, AR 71601  
(870) 730-2020

9. Parties other than those who will obtain the actual permit may submit plans for review. Plan review fees are due and payable prior to any review. Permit fees are based on project valuation. **Proof of project valuation will be required.**

# Departmental Contacts

## Inspection & Zoning Department 870-730-2020

Mitzi Ruth  
Director  
870-730-2035

Lakishia Hill  
Zoning Official  
870-730-2023

Scott Warren  
Electrical/Building/Plan Review  
870-730-2037

Jeff Gaston  
Plumbing/HVAC/Storm Water  
870-730-2036

## Pine Bluff Fire & Emergency Services 870-730-2048

Shawn Howell  
Fire Chief  
870-730-2048

Ernest Jones  
Asst. Chief  
870-730-2048

Fred Tisdale  
Fire Marshal  
Work 870-730-2060  
Cell 870-718-4266  
fredt@cityofpinebluff.com

Randy Compton  
Asst. Fire Marshal  
Work 870-730-2061  
Cell 870-267-4235  
randyc@cityofpinebluff.com

## Pine Bluff Wastewater Utility 870-535-6603

Ken Johnson  
General Manager  
870-535-6603

David Poe  
Technical Services/GIS Supervisor  
870-535-6603

Vincent Miles  
Environmental Compliance  
870-535-6603

## Pine Bluff Street Department 870-543-5140

Rick Rhoden  
Director  
870-543-5140

## SE AR Regional Planning 870-534-4247

Larry Reynolds  
Director  
870-534-4247

I acknowledge receipt of this 9 page document which contains the following:

- Commercial Plan Review Submittal Requirements
- Commercial Construction Information
- Departmental List and Contacts

\_\_\_\_\_  
Project Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
General Contractor

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Owner/Agent

\_\_\_\_\_  
Date

SUBSCRIBED AND SWORN before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Notary