

BUILDING PERMIT PROCEDURES

Owner/Contractor is responsible to provide the following:

- 1) Property must be perked and approved by a certified Designated Representative, to indicate the size of the house and the number of bedrooms.
- 2) A Certified Perk Test and a copy of Warranty Deed, from the County Court, must be submitted with a completed Building Permit Application and the following:
 - One complete detailed plans that include the following (each on a separate page):
 - Plot Plan – Surveyed site plot, septic plan – grading plan and site map
 - Foundation – “Footing detail” showing rebar layout, size and foundation wall detail and height
 - Floor Plan (drawn to scale) – All measurements including all walls, door & window sizes, header sizes, cross section from footing to ridge showing all details
 - Mechanical Plan – Electrical, plumbing and HVAC
 - Elevation Plan – All sides
 - Specify “R” value for ceiling, walls, and floors that are located over a crawl space or unheated basement. (This can be put on one of the other pages.)
- 3) Two copies of plot plan showing lot lines, setbacks, septic system, easements, house location and driveway. See #2 Plot Plan.
- 4) All new construction must have a carport/garage and a paved driveway.
- 5) Proof of Builders Risk Insurance or equivalent. This should be equal to the value of the home.
- 6) Workers’ Compensation Insurance shall be provided for all employees, sub-contractors, full or part-time employees.
- 7) Retail Business Permit is required for each contractor, sub-contractor or independent contractor working on this project. A complete list must be provided.
- 8) Permit fees will be collected at the time the permit is issued.
- 9) Is property located in a Flood Plain?
- 10) Allow a minimum of seven (7) working days for processing of Building Permit. A lot clearing permit may be issued prior to the official building permit after septic plat is received. A fee of \$900.00 will be payable at the time the lot clearing permit is issued. The fee will be credited as follows:
 - Credited toward the home building permit for that lot if the building permit is requested within 30 days of the issued date of the lot clearing permit.
 - The Cherokee Village Building Inspector determines that the property owner has adequately seeded the lot for erosion prevention.
 - No refund will be made if the lot is subsequently sold before seeding or a full building permit is not issued within 30 days of the lot clearing permit. The 30-day period may be extended by the Building Inspector and/or Planning and Zoning Commission where extenuating circumstances, such as burn ban or other weather related conditions, would prevent the construction to begin.
 - Lots cleared will be seeded for erosion prevention by the City of Cherokee Village using funds from the forfeited permit fee. The property owner will be responsible for keeping any seeded lot mowed in accordance with Ordinance 2015-01 as amended.
- 11) **NO WORK** shall begin until a Building Permit is issued.

PERMIT FEES

Total Useable Space	Total Fee
0 TO 1500	\$900
1501 TO 2000	\$935
2001 TO 2500	\$970
2501 TO 3000	\$1005
3001 TO 3750	\$1040
3751 TO 4500	\$1075
4501 TO 5250	\$1110
5251 TO 6000	\$1145
6001 TO 7000	\$1180
7001 TO 8000	\$1215
8001 TO 10,000	\$1250
10,001 AND UP	\$1300
Manufactured (Mobile) Home	\$300
Room Additions	
0 TO 300	\$100
301 TO 750	\$200
751 TO 1250	\$300
1250 TO 2000	\$400
2001 AND UP	\$500
Air Conditioner Add/Replace	\$30
Awning (Patio Cover)	\$30
Boat Dock	\$65
Boat Dock - Cover (open)	\$55
Boat House	\$80
Carport	\$70
Cover Deck With Roof (no win./door)	\$55
Culvert	\$45
Deck - Add	\$65
Deck - Enlarge	\$55
Detached Garage	\$80
Dog Pen (Maximum 1)	
Enclose Carport to Garage	\$20
Enclose Carport/Garage to Room	\$55
Enclose Deck to Room	\$60
Enclose Deck to Screen Porch	\$75
Enlarge Garage to Room	\$50
Enlarge Kitchen Nook	\$70
Enlarge Shop	\$55
Fence	\$55
Furnace Add/Replace	\$40
Gazebo (free standing, screen/open)	\$55
Green House	\$55
Patio Cover (Awning)	\$40
Patio - Concrete (with footings)	\$40
Roof (overlay/tear-off re-roof)	\$40
Roof (change flat to pitch)	\$70
Roof (panels)	\$55
Retaining Wall	\$60
Sea Wall	\$60
Siding (Windows & Doors No Charge)	\$30
Signs (Commercial)	\$50
Storage Building	\$55
Storm Cellar	\$10
Swimming Pool - above ground	\$30
Swimming Pool - in ground	\$80
COMMERCIAL CONSTRUCTION:	Cost Per Sq. Ft.
New Commercial Building	\$0.25

New Commercial Storage Bldg.:	A. Earth/Crush Rock Floor	\$0.10
	B. Wood Post Frame	\$0.10
	C. Metal, Wood, Shingle Roof	\$0.10
	D. One or More Sides Open	\$0.10
	E. Basic Lighting /Duplexes	\$0.10
	F. With Concrete Floor	\$0.10
	Enclose existing commercial storage building (with doors and windows)	\$0.10
	Add concrete floor in an existing storage building (\$20.00 minimum)	
		\$0.10
		PERMIT COST
Remodel commercial building (electrical, plumbing, heat/air, structural) 3 inspections		\$40.00

INSPECTION PROCEDURES NEW HOME CONSTRUCTION

SECTION 1. STANDARD REQUIRED INSPECTIONS:

The codes adopted by the City of Cherokee Village or Arkansas Codes or the International Building Code 2006 (whichever is more stringent) will be used as guide to inspections. Only the work performed or work affecting other existing areas must be brought up to the existing code. The following are the minimum inspections that will be required. It will be the determination of the City Building Inspector as to the number of necessary inspections to be performed.

- A. The following inspections for new home construction will be required as necessary when the structural elements are present.
 - 1. After stakes are located so that the footing is outlined on the lot: (NOTE) Prior to inspection all lot lines must be staked and marked by flagged stringer which is affixed in such a way as to not be readily moved.
 - 2. Footings: Inspection must be called for before concrete is poured. Forms and rebar must be in position. Includes footings, porches, patios, piers, slabs, etc.
 - 3. Foundation Wall: May be combined with footing on a monolithic pour, seal coat and drain tiles.
 - 4. Framing: Applies to all framing regardless of material. Must be inspected before it is covered by insulation or finished materials.

- B. The following plumbing inspections are required **TO BE INSPECTED BY THE WATER OFFICE** when plumbing work is performed.
 - 1. Rough-in plumbing. If a concrete slab is involved, this must be called for before concrete is poured. For a crawl space it must be called for before insulation or wall board has been installed.
 - 2. Top-out plumbing. Must be inspected before insulation or wallboard is installed
 - 3. Final plumbing: Inspection made after all fixtures have been installed.

- C. The following electrical inspections are required.
 - 1. Rough-in: Electrical must be inspected before being covered by insulation or finish material.
 - 2. Final Electrical: Called for after all fixtures and mechanical units have been installed.

- D. Mechanical inspections for heat, vent and cooling.
 - 1. Rough Mechanical: Performed at time interior air handling and heat exchange units are in place.
 - 2. Final Mechanical: After all units installed.

- E. Insulation inspections: Must be performed before wallboard installed.

SECTION 2. INSPECTIONS

Inspections must be called for by the contractor or sub-contractor on structural, electrical, plumbing, mechanical and insulation inspections. Building Inspector may be contacted at the Cherokee Village City Hall or call 257-5522 between 8:00 a.m. and 4:00 p.m. **INSPECTIONS MUST BE SCHEDULED WITH A 24 HOUR ADVANCE NOTICE.**

Inspections should be scheduled for any items that may be hidden from view – slab wire mesh, drain tiles, termite spray, plastic, etc.

Floor framing must be left exposed when footing and foundation wall inspections are to be made (no floor or sub-floor).

SECTION 3. PENALTIES

Any contractor found guilty of violating any of the above procedures may be subject to a fine as stated in Ordinance 99-3.

SUB-CONTRACTORS

PLUMBING:

Company Name

Owner/Manager

License Number

Phone Number

ELECTRICAL:

Company Name

Owner/Manager

License Number

Phone Number

HEATING/AIR:

Company Name

Owner/Manager

License Number

Phone Number

INDEPENDENT CONTRACTORS:

Company Name

Owner/Manager

License Number

Phone Number

Company Name

Owner/Manager

License Number

Phone Number

Company Name

Owner/Manager

License Number

Phone Number

Company Name

Owner/Manager

License Number

Phone Number