



CITY OF CONWAY, ARKANSAS HOW TO AQUIRE A RESIDENTIAL BUILDING PERMIT

General Information:

- Building permits are required for new constructions, remodels, additions, and accessory buildings.
- Applications may be obtained at the Permits and Inspections Office located at 1111 Main Street; downloaded from the city website at conwayarkansas.gov/permits; or via our online portal at <https://conwayar-energovweb.tylerhost.net/apps/SelfService#/home>.
 - The online portal can also be accessed as followed:
conwayarkansas.gov/permits → "APPLY ONLINE"
- In-person applications may be submitted between 8:00 am and 4:30pm.
- Permits will be issued upon review approval and payment. For status of plan review or questions regarding permits and inspections, contact 501-450-6107 or permits@conwayarkansas.gov.
- Individual permits are required for electrical, plumbing, gas, and mechanical work.
- Impact Fees will be applied to all new one- & two-family dwellings. Please refer to the Impact Fees document on the Permits Department webpage.
- Check if sidewalk is required to be built by homebuilder.
- Should the lot require a culvert, it must be approved by City Engineer before a permit is issued.
- Should property be within the Historical District, it must have approval before the permit is submitted. Historical Districts can be found on Planning Department website at conwayarkansas.gov/planning.
- Should a Floodplain Development Permit be applicable, it will be required prior to the issuance of the Building Permit.

All construction must comply with the following codes:

- 2021 Arkansas Fire Prevention Code
- 2020 National Electrical Code
- 2018 Arkansas Plumbing and Fuel Gas Code with local amendments.
- 2021 Arkansas Mechanical Code
- 2017 ANSI Code
- 2014 Arkansas Energy Code

Costs:

- Building Permit fees are calculated based on total under roof square footage, regardless of whether it is heated and/or cooled, with minimum permit fees. (see Schedule of Permit Fees for detailed information)

Permit Application and Plan Review Procedure:

- The application form must be filled out and submitted.
- One- and Two-Family Dwellings are required to have plans drawn to scale for review and approval prior to issuance of the building permit. Such plans shall include the following:
 1. A Site Plan
 2. A Floor Plan
 3. Footing and Foundation plans and details
 - Foundation Plan showing the sizes and locations of all interior and exterior footings and foundations
 - Foundation stem wall details
 4. Elevations
 5. Framing Details or Notes to Indicate Floor/Ceiling Joist and Rafters or Trusses.
 6. Wall Bracing Details
 - Location of Brace Wall Lines
 - Brace wall Segments, Sizes and Locations
 - Details for Garage Door Narrow Walls
 - Wall height of Each Room
 7. Window & Door Sizes.
- Remodel Permits require the submission of a floor plan showing the nature & extent of the proposed remodel.
- Additions & Accessory buildings require submittal of a site plan showing property lines, existing buildings, easements, driveways, and setback dimensions.
- If a permit is being sought for a lot, which does not have a recorded PLAT, the applicant must provide proof that the lot existed in its present form for at least 10 years.
- Payment for permits can be made with check or via online payment. The permit will not be issued until the correct payment is received and no work shall be performed until permits have been issued.

The following items are required on the jobsite at the time of the first inspection. If these items are not present, you will be turned down on the inspection:

- Sign with builder's name, telephone #, and the job-site address
- Porta-potty (if same builder has 2 sites or more within 300 feet of each other, then only 1 porta-potty is required)
- Trash container for blow-able debris
- Erosion control (properly installed) if a lot slopes toward street or adjacent property

Additional Notes:

- Be sure you are ready for your inspection before you call.
- Inspections are required to be called in at least one business day in advance.
- A Certificate of Occupancy must be issued prior to occupancy. The CO will not be issued until all final inspections have passed, all fees are paid, and all departments have offered final approval (as applicable).