

City of Pine Bluff Residential Plan Review Submittal Requirements

(Rev 12/2023)

Complete stamped drawings
Site Plan
Drainage Site Plan
Grading Plan
Flood Plain (If Applicable)
Storm Water SWPP Plan (If Applicable)
(Plan Review Fee must be paid before review begins)

- **Complete Structural plans** (Must be on a minimum of 11" x 17" paper)
- **Design development drawings** (Drawings indicating size of the building, Use, Group, and Type of Construction.)
- **Complete site, Drainage, Grading 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, drive way location and tie in to street, sidewalks, setbacks, drainage, hydrant locations etc.)
- **Complete Structural plans including:**
 - Cover sheet** (Cover sheet typically includes a front view of the plan, index of pages included, and other miscellaneous notes and details.)
 - Foundation plan** (Foundation plans describe to the builder, the type of foundation requested by the home owner or the type of foundation required by a certain geographic area. In most cases, the foundation plan will include footing sizes and locations, footing details and other important information needed to properly construct the home.)
 - Dimensional floor plan** (The floor plans locate all walls, interior and exterior, of the entire building, denote ceiling heights and treatments, locate all plumbing fixtures, cabinets, door and window locations and sizes, gives square footage measurements, locate water heaters and HVAC systems.)
 - Roof plan** (The roof plan depicts the roof type, plate heights and roof slope of each plane.)
 - Electrical layout** (The electrical plan depicts the general location of all interior and exterior electrical devices. This generally includes light switches, electrical outlets, ceiling fixtures, and smoke detectors. The electrical plan will also generally locate the breaker box and power entry.)
- **Complete Storm Water SWPPP plans and specifications** (if disturbing more than 1 acre)

The City of Pine Bluff, Arkansas is under the:

2018 Arkansas Plumbing Code
2018 Arkansas Fuel & Gas Code
2021 International Mechanical Code
2020 National Electrical Code
2014 Arkansas Energy Code
2009 International Existing Energy Code
2021 Arkansas Fire Prevention Code Volumes I, II, & III
Composed Of:
Volume I - 2021 International Fire Code
Volume II - 2021 International Building Code
Volume III - 2021 International Residential Code
With Arkansas Revisions, Referenced Standards, and Appendices

All work shall follow the 2021 Arkansas Fire Prevention Code Volumes I, II, & III including Arkansas Revisions, Referenced Standards, and Appendices.

All Plumbing should follow the 2018 Arkansas Plumbing Code.
All Electrical should follow the 2020 National Electrical Code
All HVAC/R should follow the 2021 International Mechanical Code

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

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

1. Inspections and Certificate of Occupancy

- All construction work requiring a permit shall be inspected per the 2021 Arkansas Fire Prevention Code Volume III (IRC 2021).
- As per Code Section 110 of the 2021 Arkansas Fire Prevention Code Volume III, 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.

- 2.** The time required to process a plan review on new projects and additions is five (5) 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.

3. 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.

4. 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

5. 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 8th Ave Room 102
Pine Bluff, AR 71601
(870) 730-2025

6. 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 8th Ave Room 101
Pine Bluff, AR 71601
(870) 730-2020

7. 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

Chris (Kyle) Cooper
Electrical/Building/Plan Review
870-730-2037

Rupert Thomas
Plumbing/HVAC/Storm Water
870-730-2036

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

Tom Bennett
Director
870-543-5140

SE AR Regional Planning 870-534-4247

Larry Reynolds
Director
870-534-4247

I acknowledge receipt of this 5 page document which contains the following:

- Residential Plan Review Submittal Requirements
- 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