



Permits & Planning  
31 Shelby Road  
Sherwood, AR 72120  
Phone: (501) 835-4753  
permits@sherwoodar.gov

**Commercial Building Permit Application**

Date of Application:

Permit #:

**Project/Business Name:** \_\_\_\_\_

**Construction Address:** \_\_\_\_\_

**Owner/Tenant:** \_\_\_\_\_ **Contact #:** \_\_\_\_\_

**Contractor:** \_\_\_\_\_

**Contact Name & Number:** \_\_\_\_\_

**Contractor Email:** \_\_\_\_\_

Class of Work: ☐ New Build ☐ Addition ☐ Remodel ☐ Fence ☐ Siding ☐ Roof ☐ Storage

Other: \_\_\_\_\_

Gross Area Under Roof: \_\_\_\_\_ SQ FT

**Cost of Construction** (Including electrical, plumbing, HVAC): \_\_\_\_\_

**DEVELOPMENT MUST COMPLY WITH BUILDING AND ZONING CODE AS AMENDED AND ADOPTED BY THE CITY OF SHERWOOD. Initials:** \_\_\_\_\_

**Note: Commercial Act 474 Construction surcharge in the amount of .0005% on total cost of construction including electrical, plumbing, and HVAC. Total Act 474 Fee:** \_\_\_\_\_

**I hereby certify that the data submitted on or with this application is true and correct. Any deviation from information contained herein, unless approved by the Building Official will render this permit null and void.**

**Signature of Contractor, Owner, or Agent (below)**

\_\_\_\_\_ **Date:** \_\_\_\_\_

**ALL PERMIT FEES ARE NON-REFUNDABLE**

TOTAL AMOUNT DUE: \_\_\_\_\_ DATE PAID: \_\_\_\_\_ RECEIPT #: \_\_\_\_\_

**Scope of Work**

**Exterior:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Interior:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Electrical:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Plumbing:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Mechanical:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Exterior Building Design:**

☐ Standard Exterior Building Design (Sherwood Zoning Code 14.10.10.)

☐ Non-Standard Exterior Building Design (Sherwood Zoning Code 14.10.10.)

\*\*\*If non-standard, a non-standard building design application is required.

**Applications submitted without plans and scope of work will be automatically denied.**

**The following are required prior to permit approval if using a general contractor:**

☐ Current Contractors License

☐ Current city business license

☐ Current \$10,000 bond payable to the City of Sherwood

For Official Use Only:

Approved: \_\_\_\_\_ Denied: \_\_\_\_\_ By: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Approved: \_\_\_\_\_ Denied: \_\_\_\_\_ By: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_



Planning & Engineering  
31 Shelby Road  
Sherwood, AR 72124-6256  
Phone: (501) 835-4753  
Fax: (501) 392-0088

### **Checklist for Obtaining a Commercial Building**

**Permit** Plan Review Requirements: One electronic copy and 3 paper

**copies Site Plan:**

- ☐ Existing and proposed utilities
- ☐ Means of egress, paving, parking, and drainage
- ☐ Landscape Plan
- ☐ Structure location, setbacks and lot dimensions
- ☐ Site must be platted (Lot, Block, Subdivision)
- ☐ Standard exterior building design (Section 14.10.10.)
- ☐ Non-standard exterior building design (Section 14.10.10.)

**If non-standard, a non-standard building design application will be required.**

**Floor Plan:**

- ☐ Wall section
- ☐ Wall finish, window and door schedules
- ☐ Foundation plan
- ☐ Framing plan
- ☐ Specifications

**Heating, AC and Ventilation Plan:**

- ☐ Toilet ventilation
- ☐ HVAC or ventilation supplied to structure
- ☐ Types of units

**Plumbing Plan:**

- ☐ Risers showing sizes and types of water, gas, and sanitary lines
- ☐ Fixture schedule

**Electrical Plan:**

- ☐ Power and lighting plan
- ☐ Exit and emergency lighting
- ☐ Fire alarm and fire notification systems



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Please note the following:

1. Health Department approval is required for ALL commercial plumbing work (and residential if over a fourplex).
2. Commercial construction over \$100,000.00 must have architect or engineer stamp on plans.
3. Arkansas Contractor's License is required for construction over \$75,000.00.
4. A \$10,000.00 surety bond made payable to the City of Sherwood is required and must be delivered to the Permits & Planning Department.
5. A privilege license from any city in Arkansas is required.
6. All subcontractors must be licensed and bonded with the City of Sherwood.
7. Assembly, educational, and institutional uses must have architect or engineer stamp regardless of cost of project.
8. Plans should meet the Americans with Disabilities Act specifications.

**City of Sherwood**  
**Stormwater Permit Application**

31 Shelby Road  
Sherwood, Arkansas 72120  
(501) 835-4753 Office  
(501) 392-0088 Fax  
permits@cityofsherwood.net

Permit Number: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Applicant's Address: \_\_\_\_\_

Contractor's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Contractor's Email Address: \_\_\_\_\_

Job Address: \_\_\_\_\_

Project Description: \_\_\_\_\_

**Best Management Practices:**                      Silt Fence                      Waddles                      Check Dams

ADEQ Permit \_\_\_\_\_ Yes \_\_\_\_\_ No

Project Start Date: \_\_\_\_\_ Project End Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**"ALL PROTECTIVE DEVICES MUST BE IN PLACE BEFORE GRADING OCCURS"**

# City of Sherwood Homebuilder Information Package

City of Sherwood  
Permits and Planning Department  
31 Shelby Road  
Sherwood, AR 72120  
Phone: 501.835.4753  
Fax: 501.392.0088  
Email: [permits@cityofsherwood.net](mailto:permits@cityofsherwood.net)

## Affidavit for Homebuilding File

This affidavit and items 1-2 below are required submissions for permit processing.

I, \_\_\_\_\_ (print name) hereby certify I received the City of Sherwood Homebuilder Information Package relevant to my homebuilding located at \_\_\_\_\_ (job address).

(Initial each item 1-6 below.)

1. \_\_\_\_\_ City of Sherwood Homebuilding Permit Application
2. \_\_\_\_\_ Occupancy Compliance Form / Stormwater Permit Application
3. \_\_\_\_\_ List of Building Codes in Effect / Municipal Requirements and Amendments
4. \_\_\_\_\_ Inspection Information – Required Inspections
5. \_\_\_\_\_ Inspection Information – Supplemental (2 pages)
6. \_\_\_\_\_ Summary of significant code and inspection changes effective January, 2021.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Homebuilder's License Number

### **BUILDING CODES IN EFFECT- UPDATED JANUARY 1, 2019**

|   |                                                |                |
|---|------------------------------------------------|----------------|
| • | 2012 Arkansas Fire Prevention Code, as amended | Ordinance 2057 |
|   | <i>Volume I</i> Fire Codes                     |                |
|   | <i>Volume II</i> Building                      |                |
|   | <i>Volume III</i> Residential Construction     |                |
| • | 2017 NFPA National Electric Code, as amended   | Ordinance 2052 |
| • | 2021 International Mechanical Code, as amended | Ordinance 2405 |
| • | 2018 Arkansas Plumbing Code, as amended        | Ordinance 2407 |
|   | 2018 Arkansas Fuel Gas Code, as amended        | Ordinance 2406 |
|   | 2014 Arkansas Energy Code                      | Ordinance 2209 |
| • | Property Maintenance Code                      | Ordinance 1394 |
| • | Sherwood Zoning Code,                          | Ordinance 2214 |
|   | Penalty Ordinance                              | Ordinance 2154 |

### **MUNICIPAL REQUIREMENTS/ AMENDMENTS**

"" Permit Box must be on jobsite in accessible location having building permit card inside.  
Inspections, except saw meter, will not be performed without permit box on site.

Card will be signed off for passed inspections, or correction slips will be left for trade by inspector.

Permit boxes must be maintained in good repair, weatherproof, and kept free of trash, debris, advertisements, etc.

Address must be posted, clearly visible from street. Inspections will not be performed without properly posted address on site.

Correction notices will be left in permit box by inspector to communicate deficiencies.

After deficiencies have been corrected, a new inspection request must be *made*.

There will be a \$25.00 re-inspection fee for re-inspections.

Re-inspection fees must be paid before Certificate of Occupancy will be issued.

Permits must be pulled individually for each job for Electrical, HVAC and Plumbing Contractors.  
Only trade contractor holding the permit can request trade specific inspections.

Portable toilet must be furnished until plumbed *toilet* is available for use on job. Portable toilet must be located within 100ft of property *line* of construction site. Builders using off -sit e portable toilet must have signed affidavit from supplying builder in permit box. Inspections, except saw meter, will not be performed without meeting portable toilet requirements.

Building is not to be occupied or used for storing household items or furnishings before a Certificate of Occupancy is issued following the completion of all inspections.

## INSPECTION INFORMATION

### Inspections Required:

|                           | <u>Responsibility</u>    | <u>Note</u>                                                                                                                                                                                                                                                                                                              |
|---------------------------|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Saw Meter                 | Electrician only         | Address must be posted on job.                                                                                                                                                                                                                                                                                           |
| Footing                   | Builder or trade         | Permit box and portable toilet required on job.                                                                                                                                                                                                                                                                          |
| Underslab                 | Plumber only             |                                                                                                                                                                                                                                                                                                                          |
| Slab                      | Builder or trade         |                                                                                                                                                                                                                                                                                                                          |
| Erosion Control           | Builder or trade         |                                                                                                                                                                                                                                                                                                                          |
| Pier                      | Builder or trade         |                                                                                                                                                                                                                                                                                                                          |
| Rough Plumbing            | Plumber only             |                                                                                                                                                                                                                                                                                                                          |
| House Gas                 | Plumber only             |                                                                                                                                                                                                                                                                                                                          |
| Sewer Service Line        | Plumber only             |                                                                                                                                                                                                                                                                                                                          |
| Rough HVAC                | Hvac contractor only     |                                                                                                                                                                                                                                                                                                                          |
| Rough Electrical          | Electrician only         |                                                                                                                                                                                                                                                                                                                          |
| Rough Fireplace<br>veneer | Builder or trade         | Rough fireplace and pre-veneer inspections Pre-are typically performed with framing unless special inspection is requested.                                                                                                                                                                                              |
| Framing                   | Builder or trade         | Frame inspections are in-the-dry inspections: roof, windows and ext. doors installed. Rough plumbing, rough hvac, and rough electrical inspections must pass before the framing inspection will be performed. Pre-veneer, rough fireplace, and pre-insulation (seal-pack) inspections will occur at framing inspections. |
| Final Plumbing            | Plumber only             |                                                                                                                                                                                                                                                                                                                          |
| Final HVAC                | Hvac contractor only     |                                                                                                                                                                                                                                                                                                                          |
| Final Electrical          | Electrician only         |                                                                                                                                                                                                                                                                                                                          |
| Final Building            | Building contractor only | Final plumbing, hvac, and electrical inspections must pass before the final building inspection will be performed. House should be move-in ready.                                                                                                                                                                        |

Inspection Information - Supplemental: (pg. 1)

Footing Inspection: Footing cavity must be dug to proper dimensions; free of roots, loose fill, or trash; reinforcing bars in place, tied off, and properly supported 2-3" above bottom of footing cavity. Building setback requirements will be checked. Property lines must be clearly identified. Tie in grounding rod to rebar.

Minimum Footings Required:

Single Story Homes: 12" deep X 15" wide: 2-#4, (½"), rebar installed 10-12" apart in lower one-third of footing trench  
Two Story Homes: 15" deep X 24" wide: 4-#4, (½") rebar, two up, two down  
Three Story Homes: 18" deep X 24" wide: 4-#4, (½"), rebar, two up, two down

1. Slab Inspection: To be made prior to pouring slab. Footing, underslab plumbing and underslab electrical inspections precede slab inspections. Footing and slab inspections made simultaneously for monolithic pours. Soil termite treatment and vapor barrier required. Wire mesh or fiber-mesh concrete required. Anchor bolts or straps may be dropped in. Embedded plate anchors are required. Masonry foundation walls must be braced where exceeding unbalanced backfill height requirements.

Minimum Slab Requirements:

4" thickness  
Soil termite treatment  
Vapor barrier of 6 mil. visqueen  
Wire mesh or fiber-mesh concrete  
½" anchor bolts installed, or to be dropped in. Anchor bolts shall be spaced a maximum of 6ft. on center, two on each side of garage door, one on each side of exterior doors;  
and also located within 12H from the ends of each plate section  
Masonry foundation walls exceeding unbalanced backfill height requirements must be braced

2. Chimney Inspection: Zero clearance fireplace inspections to be performed before or at framing inspection; fireplace and stack must be installed. Clearances, through roof extensions, and firestop inspected. Masonry fireplace inspections to be performed before framing inspection; damper must be installed and accessible for visual inspection before chimney is finished.
3. Framing Inspection: To be made after rough HVAC, plumbing, gas and electrical inspections have been signed off. Pre-veneer and chimney inspection will be made simultaneously unless already inspected by special request. Framing inspection to be made and passed prior to covering work or before insulating.
4. Final Building Inspection: To be made after final HVAC, plumbing and electrical inspections have been signed off. Final fireplace inspection will be made simultaneously. A Certificate of Occupancy will be issued upon completion and signing off of the final building inspection. Building is not to be occupied or used for storing household items or furnishings before a Certificate of Occupancy is issued following the completion of all inspections.

**Inspection Information - Supplemental: (pg.2)**

**ELECTRICAL INSPECTIONS:**

1. **Rough Electrical Inspection:** To be *made* after all boxes and wiring are installed and connections *made*. No electrical work, including conduit installations, can be covered prior to rough electrical inspections being performed *and* installation approved. Conductors shall be of copper for any conductor less than 4/0 diameter
2. **Final Electrical Inspection:** Installation must be powered. To be made after all fixtures, *devices*, and appliances are installed and connected.

**PLUMBING INSPECTIONS:**

1. **Underslab Plumbing:** To be made before pouring slab after all plumbing to be located under the slab is installed. Water or air test required on building drains. Water service line to be located under footing, or through sleeve below frost line. All pipe and fittings must be exposed for underslab inspection to be performed.
2. **Rough-Top Plumbing:** To be made after all plumbing located within wall cavities, *at* tics, or foundation spaces are installed. All suspended building drains and piping, and water lines must have a water or air test. All roof penetrations must be made. Nail-guards required where applicable. House gas inspections should be ready for inspection simultaneously.
3. **House Gas:** To be made simultaneously with Rough-Top Plumbing inspection after all gas piping located within wall cavities, attics, or foundation spaces is installed. Require 25# air test. Gas piping must be grounded at meter having ground rod with minimum 8' ground contact. Sleeve required through masonry. Water heater vent must be installed to check for sizing, application, and clearances. Nail-guards required where applicable.
4. **Final Plumbing:** House water must be connected and lines pressurized. Sewer must be connected. To be made after all plumbing fixtures are set and operable. Fixtures will be checked for adequate pressure or excessive noise. To be made before final plumbing inspection. Requires adequate fall, bedding, well-constructed connections, and two-way cleanout at connection to structure.
5. **Water-Service:** To be made before final plumbing inspections. Installation requires pressure regulator. Will check depth to prevent freezing.

**HVAC INSPECTIONS:**

1. **Rough HVAC Inspection:** To be made *after* all duct work, plenums, and service lines are installed. Furnaces under roof must be set and vented, roof penetrations made. Bathroom ventilators must be ducted through the roof.
2. **Final HVAC Inspection:** To be made after all work is completed and the unit is ready to be put in service. Combustion air; gas piping and connections; electrical wiring and connections; access opening; service lighting, walkways, and plat forms, will be checked. Range hood venting will be checked

Residential Building Code Enforcement for Sherwood

Summary of Significant Code and Inspection Changes Effective January 1, 2019, 2020, 2021.

1. Curb cuts for driveways must meet City of Sherwood Public Works Infrastructure Standard Details or an approved plan authorized by the City Engineer:
  - a. Curbs for the primary driveway shall be cut in such a manner to ensure the transition from the driveway to the public way (street) provides for smooth ingress and egress of vehicles. Materials and devices placed in front of the curb line to ease this transition are strictly prohibited.
  - b. Curbs shall not be cut in such a manner to affect the natural flow of storm-water in the curb and gutter system. Typically, a minimum 1 ½" lip or swale shall be maintained at the end of the driveway above the height of the street gutter.
  - c. Expansion joints are required between either side of the driveway and any existing or new concrete infrastructure including the street, curb, gutter, or sidewalk.
    - Permitted material includes asphalt impregnated fiberboard, or self-leveling joint sealants, manufactured for this application according to its listing.
2. Drain pipe, drain tile, or gutter terminations cannot extend through the curb, or closer than eight feet (8') to a property line on the lot served, except:
  - a. As approved by the City Engineer or his assigns.
  - b. A standard downspout elbow fitting may terminate a gutter downspout toward a side property line regardless of setback.
3. Adoption of the Arkansas Energy Code for New Building Construction.  
([www.adeg.state.ar.us/energy/](http://www.adeg.state.ar.us/energy/)) go to resources, then residential, then energy code

How will this change the inspection process?

- a. To pass a framing inspection, the following energy items will be inspected along with the framing (in the dry) inspection:
  - Air barrier.  
Must have six-sided wall cavities where cavities will contain insulation. Only the sides customarily created by the drywall does not have to be in place at the time of a framing inspection. Includes wall cavities open to attic spaces and behind tub/shower units (batts stapled in place okay for behind tub/shower), and exterior walls comprising any chase, including fireplace chases.  
Seal package (caulking and sealing) must be completed before framing inspection will be signed off.  
Insulation dams must be in place at ceiling level changes and where insulated assemblies connect to uninsulated assemblies (garages and porches, for examples).
- b. To pass a final building inspection, a permanent label must be completely filled out and attached to the electrical panel per the Energy Code. Labels are maintained and available through the Energy Office at (501) 682-7379.

4. Adoption of the 2017 National Electric Code, with Arkansas Board of Electrical Examiner's amendments and City of Sherwood amendment requiring copper conductors for any conductor less than 4/0 or greater diameter.
5. Roof structures 12/12 supported by or constructed from solid sawnbeams will require support at each end of the ridge-board or ridge beam. Porches featuring open gables constructed from solid sawn members should have a cross-member serving as a rafter tie in the lower 1/3 of the roof triangle, and a kingpost from the cross-member to the ridge-board or ridge beam. Exceptions must be professionally designed by a licensed design professional and a stamped construction detail submitted to the Permit Office before a Certificate of Occupancy will be issued.
6. We will continue to enforce the 2012 building code with the following modification acceptable for installing brick veneer without the through-wall flashing required by R703.7.5.

Properly installed air barrier (house wrap).  
15 degree slope on sills and rowlocks, (1/4" of fall per inch), and having silicone sealant or equivalent applied to joint at top of sill or rowlock where thru wall flashing under sill or rowlock is not used. Joint sealant to extend vertically a minimum of 6" where applicable, for example, on both sides of a window frame above a brick window sill.  
Minimum 3/8" diameter weep holes required at maximum 33" on center around foundation perimeter, located above grade and below framing.
7. Only embedded anchor bolts or straps, or alternate code-compliant solutions will be accepted for sole plate attachment to concrete slabs. Drill-in bolts are not acceptable unless documentation is provided verifying code compliance.

Residential Building Code Enforcement for Sherwood  
Summary of Significant Code and Inspection Changes Effective January 1, 2020

1. Like where wall cavities are behind tub and shower units located on an outside wall, wall cavities Located directly behind a fireplace and within a fireplace alcove must be insulated at the time of the seal pack and framing inspections.
2. Insulation dams are required at the end of all insulated ceiling assemblies, including at garages and porches.
3. All piping support spacing for HVAC systems will be inspected according to Table 305.4 of the 2020 Arkansas Mechanical Code, Attached.

Residential Building Code Enforcement for Sherwood  
Summary of Significant Code and Inspection Changes Effective January 1, 2021

1. Expansion joints are required between either side of the driveway and any existing or new concrete infrastructure including the street, curb, gutter, or sidewalk.  
- Permitted material includes asphalt impregnated fiberboard, or self-leveling joint sealants, manufactured for this application according to its listing.
2. Foam insulation shall only be installed according to its listing.
3. Mechanical ventilation is mandatory for all homes having spray foam insulation components in either the wall, ceiling, or roof assemblies.
4. Corrugated stainless steel gas lines (CSST) shall only be installed according to its listing and manufacturer's installation instructions including approved striker protection components.

**TABLE 305.4  
PIPING SUPPORT SPACING<sup>a</sup>**

| PIPING MATERIAL                                                   | MAXIMUM<br>HORIZONTAL<br>SPACING<br>(feet) | MAXIMUM<br>VERTICAL<br>SPACING<br>(feet) |
|-------------------------------------------------------------------|--------------------------------------------|------------------------------------------|
| ABS pipe                                                          | 4                                          | 10 <sup>c</sup>                          |
| Aluminum pipe and tubing                                          | 10                                         | 15                                       |
| Brass pipe                                                        | 10                                         | 10                                       |
| Brass tubing, 1 1/4-inch diameter<br>and smaller                  | 6                                          | 10                                       |
| Brass tubing, 1 1/2-inch diameter<br>and larger                   | 10                                         | 10                                       |
| Cast-iron pipe <sup>b</sup>                                       | 5                                          | 15                                       |
| Copper or copper-alloy pipe                                       | 12                                         | 10                                       |
| Copper or copper-alloy tubing,<br>1 1/4-inch diameter and smaller | 6                                          | 10                                       |
| Copper or copper-alloy tubing,<br>1 1/2-inch diameter and larger  | 10                                         | 10                                       |
| CPVC pipe or tubing, 1 inch<br>and smaller                        | 3                                          | 10 <sup>c</sup>                          |
| CPVC pipe or tubing, 1 1/4-inch<br>and larger                     | 4                                          | 10 <sup>c</sup>                          |
| Lead pipe                                                         | Continuous                                 | 4                                        |
| PB pipe or tubing                                                 | 2 2/3<br>(32 inches)                       | 4                                        |
| PEX tubing                                                        | 2 2/3<br>(32 inches)                       | 10 <sup>c</sup>                          |
| Polypropylene (PP) pipe or<br>tubing, 1 inch or smaller           | 2 2/3<br>(32 inches)                       | 10 <sup>c</sup>                          |
| Polypropylene (PP) pipe or<br>tubing, 1 1/4 inches or larger      | 4                                          | 10 <sup>c</sup>                          |
| PVC pipe                                                          | 4                                          | 10 <sup>c</sup>                          |
| Steel tubing                                                      | 8                                          | 10                                       |
| Steel pipe                                                        | 12                                         | 15                                       |

For SI: 1 inch = 25.4 mm, 1 foot = 304.8 mm.

a. See Section 301.15.

b. The maximum horizontal spacing of cast-iron pipe hangers shall be increased to 10 feet where 10-foot lengths of pipe are installed.

c. Mid-story guide.