

NOTICE

HIGHLAND RESIDENTS

ALL CONTRACTORS

THE CITY OF HIGHLAND REQUIRES BUILDING PERMITS FOR ALL CONSTRUCTION WITHIN THE
CITY CORPORATE BOUNDARIES OF THE CITY.

ORDINANCE # 00-11 HAS ESTABLISHED

THE BUILDING & ZONING REGULATIONS

PHONE NUMBERS

HIGHLAND CITY HALL- 870-856-6199

CODE ENFORCEMENT - 870-856-6199

FOR CITY OF HIGHLAND USE

Applicant Name _____

Applicant Address _____

Application received on _____

Building permit approved on _____

Permit # Issued _____

Building permit denied on _____

Please initial that you received a copy of the building requirements, fees schedule, and the inspection and construction checklist. _____

Highland Code Enforcement Officer

Building Permit Procedures

1. Individuals will be given application packets from city hall.
2. On completion of all required information, approval, and fee submission a permit will be issued.
3. Permits must be displayed on the construction site.
4. When the applicant is ready for inspection, the city's Code Enforcement Officer must be notified and work cannot proceed until the inspection has been completed and the permit signed.

Requirements

1. A complete detailed building plan must be submitted with the application.
2. Commercial construction must submit architect blue prints.
3. All construction must meet state, federal, and local codes and laws.
4. Exterior of structures must be completed 6 months after construction begins.
5. Interior construction must be completed 12 months after construction begins.
6. Commercial construction must be performed by a state licensed contractor.
7. Appeals on permit denials may be made to the Highland Planning Commission.
8. **ALL CONSTRUCTION MUST MEET NEW ARKANSAS ENERGY CODES (Ordinance 18-01)**
Arkansas Energy Codes are available upon request.

Fees for New Connections to Sewer System

Option #1 - City provides labor and equipment – This includes everything from making the tap to setting the alarm box. Owner is responsible for connecting to house sewer line and electric to alarm box.
Pump and equipment of \$4,500.00 (Tapping fee included)
Service line of \$3.50 per foot

Payment of connection fees shall be made as follows:

If the City performs the work under **Option #1**, the fee may be paid as follows:

A minimum of \$2,500.00 at the time of request for the work to be performed and the balance paid upon the completion of the installation or paid in full at the time of request.

Schedule of Building permit fees - (City Ordinance 15-06 & 17-04)

1. .10 per square foot with a \$100.00 minimum and \$500.00 Maximum fee for residential construction.
2. .10 per square foot with a \$60.00 minimum for residential additions (attached and non-attached).
3. .10 per square feet for commercial construction with a maximum fee of \$500.00.
4. .10 per square feet for commercial additions (attached and non-attached).
5. \$100.00 for manufactured homes.
6. \$10.00 occupancy fee.

Building Permit Fee \$ _____

Dig Safely. Be sure to call Arkansas One-Call before you dig.

1-800-482-8998 Or 811

Building Code _____

Issue Date _____

Reviewed Date _____

Permit No. _____

APPLICATION REVIEWED BY:

Application for Building Permit

City of Highland

CITY SETBACKS: FRONT _____

BACK _____ SIDES _____

CORNER LOT _____

(Please Print Clearly) - Applicant to complete numbered spaces only (1-20). All information to be included prior to submitting for review

1. JOB ADDRESS _____			
2. OWNER _____	MAIL ADDRESS/CITY/ZIP CODE _____	PHONE _____	
3. CONTRACTOR _____	LICENSE # _____	MAIL ADDRESS/CITY/ZIP CODE _____	PHONE _____
4. ARCHITECT OR DESIGNER _____	LICENSE # _____	MAIL ADDRESS/CITY/ZIP CODE _____	PHONE _____
5. ENGINEER _____	LICENSE # _____	MAIL ADDRESS/CITY/ZIP CODE _____	PHONE _____
6. USE OF BUILDING _____			
7. CLASS OF WORK: <input type="checkbox"/> NEW <input type="checkbox"/> ADDITION <input type="checkbox"/> ALTERATION <input type="checkbox"/> REPAIR <input type="checkbox"/> MOVE <input type="checkbox"/> OTHER (EXPLAIN) _____			
8. DESCRIBE THE NATURE OF THE WORK: _____ _____ _____			
9. VALUATION OF WORK (Based on replacement cost): \$ _____			
10. ELECTRICAL CONTRACTOR _____		LICENSE # (Must have city license) Have City license? <input type="checkbox"/> Yes <input type="checkbox"/> NO	
11. PLUMBING CONTRACTOR _____		LICENSE # (Must have city license) Have City license? <input type="checkbox"/> Yes <input type="checkbox"/> NO	
12. HEATING & AIR CONTRACTOR _____		LICENSE # (Must have city license) Have City license? <input type="checkbox"/> Yes <input type="checkbox"/> NO	
13. SIZE OF BUILDING (Total Sq. Ft.) _____	14. No. of Stories _____	16. Use Zone (See Zoning Map) _____	17. Fire Sprinklers Required? <input type="checkbox"/> Yes <input type="checkbox"/> No
18. No. of Dwelling Units? (if applicable) _____	19. Parking Spaces Required for parking lots _____	20. OFFSTREET PARKING SPACES: COVERED _____ UNCOVERED _____	

SPECIAL CONDITIONS: _____

NOTICE

Separate permits are required for electrical, plumbing, heating, ventilating or air conditioning. This permit becomes null and void if work or construction authorized is not commenced within 6 months, or if construction is suspended or abandoned for a period of 6 months at any time after work is commenced.

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction

(Signature of contractor or authorized agent) (Date)

(Signature of owner (if owner builder)) (Date)

Special Approvals	Required	Received	Not Required
Zoning			
Water/Sewer Dept.			
Electric Company			
Phone Company			
Gas Company			
Fire Dept.			
Police Dept.			
Other			
Application accepted by: _____		Approved for Issuance by: _____	

STAGES WHEN INSPECTIONS ARE REQUIRED

It is the duty of the property owner or contractor to contact the Code Enforcement Officer when each stage of construction is reached so the required inspections can be performed. Failure to properly request required inspections may be a reason for the building permit to be revoked by the City of Highland. Each inspection must be completed by the Code Enforcement Officer, or his designated agent. Each inspection must be completed prior to continuing to the next stage of construction.

In the event your requested permit is for a building or project not authorized within the zone where the construction is to be performed, a change in the zoning designation for that area must be requested by the property owner from the Planning Commission. A request for a zoning change must be submitted in writing to the City Clerk who will notify the Planning Commission of your request. Until zoning changes are approved, no building permit will be issued.

In the event your requested building permit is for a building or project within the zone where construction is to be performed, but a change of certain city, state, or federal regulations needs to be granted, the property owner must request a variance from the Board of Adjustments. A request for a variance shall be submitted in writing to the City Clerk who will notify the Board of Adjustments of the request.

CONSTRUCTION CHECKLIST

- ✓ Where necessary, a satisfactory perk test is required from the county health department.
- ✓ Exterior of the structure must be completed within 6 months after construction begins.
- ✓ Interior of the structure must be completed within 12 months after construction begins.
- ✓ A signed statement, describing construction or improvements must be submitted to the Highland Planning Commission.
- ✓ Electrical and plumbing work must be inspected by the Code Enforcement Officer.
- ✓ All commercial construction must be performed by a licensed contractor
- ✓ All set back requirements are met.

DATED THIS _____ DAY OF _____ 20__

Property owner's name _____

Property owner's signature _____

Phone Number _____