

# City of Highland

*Russell Truitt*  
Mayor

1662 Hwy 62-412

*Highland, AR 72542*

Phone (870) 856-6199 - Fax (870) 856-6311

*highland-arkansas.com*

*Mary Wilks*  
Recorder/Treasurer

To present to the Planning & Zoning Commission, these requirements must be met:

- Plot plan – how the building or addition will sit on the property upon the plat of land.
- Plat plan – shows the layout and dimensions of the property. A current survey is also acceptable.
- Plans – a well-drawn set of plans, including measurements, or a set of architectural plans. Hand drawn is acceptable, however, it must be accurate, legible, and precise. (Do not present a hand drawn design without measurements and detail, it will not be accepted.)
- Ownership – proof that the property is in presenter's name.
- Building Permit Application – fill out a building permit application. Available online [highland-arkansas.com](http://highland-arkansas.com) under forms and permits. The General Plan can also be found online at [highland-arkansas.com](http://highland-arkansas.com). It contains information regarding building requirements, both commercial and residential.
- Once all this is gathered, reach out to city hall to be put on the agenda for the next meeting date and time.

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## Permit Requirements

### Before construction:

1. File and submit all documents and fees required to obtain permits.
2. A complete detailed building plan must be submitted with the application. (Required)
3. Commercial construction must submit a plot plan and architectural blueprints. (Required)
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.

### During Construction:

1. Permits must be displayed on the construction site.
2. All construction must meet state, federal, and local codes, and laws.
3. Exterior of structures must be completed 6 months after construction begins.
4. Interior construction must be completed 12 months after construction begins.
5. Commercial construction must be performed by a state and city licensed contractor.
6. All construction must meet new Arkansas energy codes (Ordinance 18-01) Arkansas Energy Codes are available upon request.
7. 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.

A copy of the International Code for residential and commercial may be reviewed at city hall or found at <https://shop.iccsafe.org/codes/2015-international-codes-and-references.html?format=Digital+Codes+Premium>

A copy of the City of Highland General Plan may be reviewed at city hall or at [https://highland-arkansas.com/highland-arkansas-general-plan\\_21\\_477355035.pdf](https://highland-arkansas.com/highland-arkansas-general-plan_21_477355035.pdf)

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## **NOTICE**

All contractors, both commercial and self-building, the City of Highland requires building permits for all construction, both new, remodels, additions, and carports within the corporate city boundaries. Failure to obtain proper permits could lead to fines, penalties, and/or delays in utility services. **Ordinance # 00-11** has established the building & zoning regulations.

**Applicant Name** \_\_\_\_\_ **Phone Number** \_\_\_\_\_

**Applicant Address** \_\_\_\_\_

New  Addition  Remodel  Carport  Storage Building  Shop

### **FOR CITY OF HIGHLAND USE**

**Application received on** \_\_\_\_\_ **Accepted by:** \_\_\_\_\_

**Building permit approved on** \_\_\_\_\_ **Building permit denied on** \_\_\_\_\_

**Permit #** \_\_\_\_\_

\_\_\_\_\_  
**Highland Code Enforcement Officer**

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

### ▪ Residential

- .10 per square foot with a \$100.00 minimum and \$500.00 Maximum fee.
- .10 per square foot with a \$60.00 minimum for additions (attached and non-attached).
- \$100.00 for manufactured homes.
- \$10.00 occupancy fee applies to any new construction within the city.

### ▪ Commercial

- .10 per square foot with a maximum fee of \$500.00.
- .10 per square foot for additions (attached and non-attached).
- \$10.00 occupancy fee applies to any new construction within the city.

Building Permit Fee \$	_____
Occupancy Fee \$	_____
Total \$	<u>0.00</u>

### **Dig Safely. Call 811 before you begin.**

*Arkansas One-call will help safely locate buried utility services.*

Appeals regarding permit denials may be made to the Highland Planning Commission

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## Fees for New Connections to Sewer System

**Option #1** - The City provides labor and equipment – This includes the required equipment of the pump grinder, tank, any additional parts to make the tap and set the alarm box. Owner is responsible for hiring a licensed plumber to connect the house sewer line to the tank and a licensed electrician to wire the alarm box. Pump and equipment cost of \$5,900.00. (Tapping fee included) Service line is \$3.50 per foot. Price is subject change according to market. If boring is required, any costs incurred or associated will be at owners expense.

**Option #2\*** - The City provides labor and equipment – This includes the required equipment of the pump grinder, tank, and any additional parts to make the tap and set the alarm box. Owner is responsible for hiring a licensed plumber to connect the house sewer line to the tank and a licensed electrician to wire the alarm box. Pump and equipment cost of \$5,900.00 (Tapping fee included) Service line is \$3.50 per foot. Price is subject change according to market. If boring is required, any costs incurred or associated will be at owners expense.

\*With this option however, \$2,950.00 may be paid at the request of service and the remaining balance paid at the time of installation.



\_\_\_\_\_ **Option #1** – By initialing, you understand and agree to the terms as defined and explained to you.



\_\_\_\_\_ **Option #2** – By initialing, you understand and agree to the terms as defined and explained to you.

You also agree that the balance will be due upon the installation of the equipment.

**Please note some items cannot be deposited into the sewer: wipes, grease, feminine products, unapproved chemicals, and masks should never be flushed or put down the drain. These items create expensive repairs, damage to equipment, and potential fines to you . (Ordinance 11-02)**

**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 reason for a building permit to be revoked by the City of Highland. Each inspection must be completed by the Code Enforcement Officer, or his designated agent and must be completed prior to continuing to the next stage of construction.

In the event your permit request for a building or project is 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 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**

- ✓ \_\_\_ A signed statement, describing construction or improvements must be submitted to the Highland Planning Commission.
- ✓ \_\_\_ 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.
- ✓ \_\_\_ Electrical, plumbing, and concrete 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.
- ✓ \_\_\_ All construction is complete, obtain a certificate of occupancy from city hall.

DATED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 20\_\_

Property owner's name \_\_\_\_\_

Property owner's signature \_\_\_\_\_

Permit to construct, alter, overhaul, or repair a building in the City of Highland, AR as per Ordinance on same.

This certifies that \_\_\_\_\_ located at \_\_\_\_\_

has appeared me before on today's date of \_\_\_\_\_

Commercial address the permit is needed at \_\_\_\_\_

Kind of building: \_\_\_\_\_ Estimated Cost: \$ \_\_\_\_\_

Total Sq. Ft. \_\_\_\_\_

Contractor/Builder: \_\_\_\_\_ Plumber: \_\_\_\_\_

Heat & Air Contractor: \_\_\_\_\_ Electrician: \_\_\_\_\_

Please note that all contractors must have a city license.

Special Conditions: \_\_\_\_\_

Have you provided a copy of your plans? Yes  No  if marked no, please provide one.

Does the site require a certain amount of inspections? Yes  No  if yes, how many? \_\_\_\_\_

**NOTICE**

This permit becomes null and void if the work or construction authorized has not started within 6 months of the date of this permit or it has been suspended or abandoned for a period of 6 months at any time after work has begun. This permit does not replace a city license nor entitlement to one. **All contractors require a city license.**

\_\_\_\_\_  
Signature of permitted

\_\_\_\_\_  
Date

I hereby certify that I have read and examined this application and know that 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 permitted

\_\_\_\_\_  
Date

\_\_\_\_\_  
Application accepted by:

\_\_\_\_\_  
Approved for Issuance by:

City of Highland  
1662 Hwy 62/412  
Highland, AR. 72542  
(870)856-6199

INSPECTION CARD  
(MUST BE KEPT IN FOLDER)

PERMIT No : \_\_\_\_\_

NAME : \_\_\_\_\_

ADDRESS: \_\_\_\_\_

DATE: \_\_\_\_\_

**1. SITE INSPECTION**

\_\_\_ Before Begins \_\_\_\_\_

**2. TEMPORARY POWER**

\_\_\_ Temporary power pole \_\_\_\_\_

\_\_\_ Call for power connection \_\_\_\_\_

\_\_\_ Follow up \_\_\_\_\_

**3. FOUNDATION INSPECTION**

\_\_\_ Exterior footings & Rebar \_\_\_\_\_

\_\_\_ Interior footings & Rebar \_\_\_\_\_

\_\_\_ Any misc. footings differing  
from norm & Rebar \_\_\_\_\_

\_\_\_ Stem walls & Rebar \_\_\_\_\_

**4. UNDERSLAB INSPECTION**

\_\_\_ Rebar, wire & sheeting \_\_\_\_\_

\_\_\_ Drains, waste & vents \_\_\_\_\_

\_\_\_ Water \_\_\_\_\_

\_\_\_ Electrical (if any) \_\_\_\_\_

**5. FRAMING INSPECTION**

\_\_\_ Sub flooring & Walls \_\_\_\_\_

\_\_\_ Roof deck, straps & shears \_\_\_\_\_

\_\_\_ Rough framing \_\_\_\_\_

\_\_\_ Rough plumbing \_\_\_\_\_

\_\_\_ Rough electrical \_\_\_\_\_

**6. WALL COVERING**

\_\_\_ Gypsum wallboard \_\_\_\_\_

\_\_\_ Wood wallboard \_\_\_\_\_

**7. FIRE INSPECTION**

\_\_\_ Walk through \_\_\_\_\_

**8. FINAL INSPECTION**

\_\_\_ Walk through \_\_\_\_\_

**RETURN TO THE  
PLANNING DEPARTMENT AFTER THE FINAL INSPECTION**

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INSPECTION CARD  
(MUST BE KEPT AT JOB SITE)

PERMIT No : \_\_\_\_\_

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

DATE: \_\_\_\_\_

**1. SITE INSPECTION**

\_\_\_ Before Begins \_\_\_\_\_

**2. TEMPORARY POWER**

\_\_\_ Temporary power pole \_\_\_\_\_

\_\_\_ Call for power connection \_\_\_\_\_

\_\_\_ Follow up \_\_\_\_\_

**3. FOUNDATION INSPECTION**

\_\_\_ Exterior footings & Rebar \_\_\_\_\_

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\_\_\_ Walk through \_\_\_\_\_

**8. FINAL INSPECTION**

\_\_\_ Walk through \_\_\_\_\_

**RETURN TO THE  
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**GENERAL CONTRACTOR:**

NAME: \_\_\_\_\_

LICENSE # \_\_\_\_\_

**ELECTRICAL CONTRACTOR:**

NAME: \_\_\_\_\_

LICENSE # \_\_\_\_\_

**PLUMBING CONTRACTOR:**

NAME: \_\_\_\_\_

LICENSE # \_\_\_\_\_

**HEATING & AIR CONTRACTOR:**

NAME: \_\_\_\_\_

LICENSE # \_\_\_\_\_

AMOUNT OF SERVICE LINE \_\_\_\_\_

TOTAL SQUARE FOOTAGE: \_\_\_\_\_

**GENERAL CONTRACTOR:**

NAME: \_\_\_\_\_

LICENSE # \_\_\_\_\_

**ELECTRICAL CONTRACTOR:**

NAME: \_\_\_\_\_

LICENSE # \_\_\_\_\_

**PLUMBING CONTRACTOR:**

NAME: \_\_\_\_\_

LICENSE # \_\_\_\_\_

**HEATING & AIR CONTRACTOR:**

NAME: \_\_\_\_\_

LICENSE # \_\_\_\_\_

AMOUNT OF SERVICE LINE \_\_\_\_\_

TOTAL SQUARE FOOTAGE \_\_\_\_\_