



114 West Wood Ave
Monticello, AR 71655
Phone: 870-367-4402
monticellofiremarshal@yahoo.com

Checklist for New Construction Requirements

Building Permit (Form A₁)

For all new construction, substantial improvements, add-ons and remodel or man-made changes to improve real estate (residential). The application fee for residential construction is \$15, plus 15 cents per square foot under roof. The fee for add-ons or remodels is \$15 application fee plus \$2 per thousand dollars construction cost with a minimum of \$50 fee. Commercial Construction permit fees are figured on the total cost of the project. Please note: an additional STATE fee will be collected for commercial projects.

Utilities Inspection Permit (Form B)

For all plumbing/gas work. New construction may require multiple inspection visits. There is a \$15 application fee plus .07 cents per sq/ft under roof for residential construction and residential remodel. Commercial construction there is a \$15 permit fee, \$35 per inspection, and a \$1 per \$1,000 of plumbing cost. Bonding, in the amount of \$10,000, is required for anyone doing work to plumbing with the exception of owner/resident. There is a \$50 minimum fee.

Electrical Inspection Permit (Form C)

For all electrical work. Bonding, in the amount of \$10,000, is required for anyone doing work to electrical wiring with the exception of owner/resident. There is a \$15 application fee plus .07 cents per sq/ft under roof on residential construction and residential remodel. Commercial construction there is a \$15 permit fee, \$35 per inspection, and a \$1 per \$1,000 of electrical cost. There is a \$50 minimum fee.

HVACR Inspection Permit (Form D)

Residential HVAC/R new construction \$15 permit fee plus .07 cents per sq/ft. Residential unit change out \$15 permit fee and \$35 inspection fee. Commercial HVAC/R there is a \$15 permit fee, \$35 per inspection, and a \$1 per \$1,000 of HVAC/R cost. There is a \$50 minimum fee.

Manufactured and Mobile Home Placement Application (Form E₁)

For the placement of all manufactured and mobile homes (new or used) into the City of Monticello. \$85.

Occupancy Permit (Form F)

An Occupancy Permit will only be issued if all other inspections have been completed and passed by the inspector. There will be a \$20 fee for any single family residence, a \$30 fee for any multi-family residence equal to or under 2,000 square feet of space or a \$50 fee for any multi-family residence over 2,000 square feet. There is also a \$60 fee for any business, commercial enterprise, or warehouse use over 2,000 square feet.

REQUIRED BUILDING INSPECTIONS (including plumbing, electrical & mechanical)

Building

1. Footing / foundation: excavation complete w/ reinforcing steel and forms in place.
2. Slab or under-floor: after reinforcing steel is in place and after conduit, piping, and other ancillary equipment is in place, but before concrete is placed, (may be combined w/ footing / foundation inspection) or subfloor is installed.
3. Floodplain: certification by licensed professional engineer or surveyor of lowest floor elevation.
4. Frame & masonry: after roof, masonry, all framing, firestopping, draftstopping, and bracing is in place and plumbing, mechanical & electrical rough-in inspections are approved. Before enclosing walls and ceiling.
5. Other: fire resistance construction when required. (duplex, etc.)
6. Final: all work completed and prior to occupancy.

Plumbing

1. Service lines: when excavation is completed and service lines (water & sewer) are in place prior to backfilling.
2. Gas: gas pipe pressure test prior to setting meter.
3. Under slab rough-in: under slab piping, ducts, etc. in place prior to backfilling.
4. Top out: after all piping is roughed-in prior to covering ceiling and walls.
5. Final: when all fixtures, faucets, etc. are in place.

Electrical

1. Temporary power pole: when electrician has set pole for construction service.
2. Service lines: (buried service) when excavation is completed and service line conduit is in place prior to backfilling.
3. Footing / slab rough-in: when under slab conduit is in place prior to backfilling.
4. Framing rough-in: when all conduit, wiring, etc. is in place prior to covering ceiling and walls.
5. Final: when all appliances, fixtures, switches and receptacles are in place prior to covering breaker box.

Mechanical

1. Duct: when ducts and service piping or wiring are roughed-in prior to insulating and covering ceiling and walls.
2. Final: when all equipment is in place prior to occupying.

Roofing

1. Must be inspected before roofing is complete to show underlayment and attachment/nailing of roofing material.

*Note: A good rule of thumb is to not cover framing, electrical, plumbing and mechanical work until an inspection is made. Otherwise, you may be required to remove the cover (sheetrock) to enable an inspection of the covered work. Per the Arkansas Fire Prevention Code, it is the responsibility of the permit holder or their agent to notify the Building Official that such work is ready for inspection, and to provide access to and means for inspection of such work.

COMMERCIAL ONLY: Prior to a final building inspection and the issuance of a CERTIFICATE OF OCCUPANCY, all subcontractors (plumbing, electrical & mechanical) must request a final inspection. Following approval of all subcontractor's finals, the building will be inspected and a CERTIFICATE OF OCCUPANCY will be issued when all work under the permit is successfully completed and approved.



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Building Permit Application

DATE OF APPLICATION _____ PERMIT # _____ PAID _____ RECEIPT # _____

Project Address _____

Owner/Tenant name _____ Phone _____

Current address _____

Contractor/Architect name _____ Phone _____

Address _____ License # _____

Engineer name _____ Phone _____

Address _____ License # _____

Class of building to be constructed or improved

RESIDENTIAL Single (1-4 units) _____ Mobile Home _____ Other _____

New Construction _____ Remodel _____ Demolition _____

COMMERICAL Single _____ Multiple (5 or more residential units) _____

No. of consumer units _____ No. of buildings _____ Estimated Value _____

Size of Structure _____ Area in a flood zone _____ Demolition _____

Improvements in flood prone area only

Filling _____ Dredging _____ Excavation _____

Grading _____ Re-working or enlarging drainage ways _____

Type of Construction

Foundation _____ How anchored to foundation _____ Floor _____

Exterior Walls _____

Height of first floor above highest point of lot prior to grading _____ after grading _____

New Residential Construction

- *\$15 permit fee
- *\$0.15 per square foot under roof
- *\$35 per inspection (foundation, framing, masonry, final)

Residential Remodel

- *\$15 permit fee
- *\$2.00 per \$1,000 of construction cost
- *\$35 per inspection

Commercial Construction

- *\$50 permit fee
- *\$2.00 per thousand up to \$2,000,000 construction cost then \$1.00 per thousand for remainder.
- *State Fee \$0.50 per thousand up to \$2,000,000 construction cost up to \$1,000 fee
- *\$35 per inspection

Permit Cost \$ _____ State Fee \$ _____

Certify the proposed building will comply with the following codes

Arkansas Energy _____ State Fire Prevention _____ Electrical _____

Mechanical _____ Plumbing _____ ADEQ _____

I hereby certify that the date submitted on this application is true. Any deviation from information obtained hereto, unless approved by the building official, will render this permit null and void.

Date construction will begin _____

Signature of Applicant _____

Fire Marshal's Report

_____ Application approved as submitted

_____ Application approved with understand the following be done

Fire Marshal Signature _____ Date _____

The City of Monticello, AR grants a building permit to _____ for construction or installment or substantial improvements of a building or structure or other improvements as requested in said application dated _____ and in compliance with other items, if any, in inspectors report. This permit is limited to only the type of building or improvements specified in this application.

Approval from Monticello Planning Commission _____ Date _____

PLEASE NOTE: SEPARATE INSPECTIONS ARE REQUIRED FOR GAS, PLUMBING, HVAC AND ELECTRICAL WORK



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Building Permit Contractor List

General Contractor

Company Name _____ Contact Name _____
Phone _____ Address _____

Excavation Contractor

Company Name _____ Contact Name _____
Phone _____ Address _____

Plumbing Contractor

Company Name _____ Contact Name _____
Phone _____ Address _____

Electrical Contractor

Company Name _____ Contact Name _____
Phone _____ Address _____

HVACR Contractor

Company Name _____ Contact Name _____
Phone _____ Address _____

Concrete Contractor

Company Name _____ Contact Name _____
Phone _____ Address _____

Masonry Contractor

Company Name _____ Contact Name _____
Phone _____ Address _____

Roofing Contractor

Company Name _____ Contact Name _____
Phone _____ Address _____



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Utilities Inspection Permit Application

DATE OF APPLICATION _____ PERMIT NO. _____ PAID _____ RECEIPT # _____
 Residential _____ Commercial _____

Project Address _____

Owner/Tenant name _____ Phone _____

Plumbing Contractor name _____ License # _____

	Fee	Date	Inspector
Permit	\$15.00		
.07 cents per sq/ft under roof (residential new construction only)		_____	_____
Rough-In		_____	_____
Top Out		_____	_____
Gas Inspection		_____	_____

Commercial

\$1 per \$1000 of Plumbing job _____

Inspection fee \$35.00

Total _____

All projects are subject to a re-inspection fee, that will have to be paid before the re-inspection happens.

Re-Inspection \$35.00 _____

I hereby certify that the date submitted on this application is true. Any deviation from information obtained hereto, unless approved by the Plumbing inspector, will render this permit null and void. Work must be commenced within three (3) months or this permit becomes null and void.

Signature of Applicant _____ Date _____

Plumbing Inspector _____ Date _____

Fire Marshal _____ Date _____

Issues



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Electrical Inspection Permit Application

DATE OF APPLICATION _____ PERMIT NO. _____ PAID _____ RECEIPT # _____

Residential (1-2 units) _____ Commercial/Multi-Family (3 or more units) _____

Project Address _____

Owner/Tenant name _____ Phone _____

Electrician name _____ License # _____

	Fee	Date	Inspector	Entergy
Permit	\$15.00			
Temporary Pole \$35.00				
.07 cents per sq/ft under roof				
Footing/Slab Rough-in				
Framing Rough-in				

Commercial

\$1 per \$1,000 of Electrical job _____

Inspection fee \$35.00

Total _____

All projects are subject to a re-inspection fee, that will have to be paid before the re-inspection happens.

Re-Inspection \$35.00 _____

I hereby certify that the date submitted on this application is true. Any deviation from information obtained hereto, unless approved by the electrical inspector, will render this permit null and void. Work must be commenced within three (3) months or this permit becomes null and void.

Signature of Applicant _____ Date _____

Electrical Inspector _____ Date _____

Fire Marshal _____ Date _____

Issues



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HVAC Permit Application

DATE OF APPLICATION _____ PERMIT NO. _____ PAID _____ RECEIPT # _____

Residential _____ Commercial _____

Project Address _____

Owner/Tenant name _____ Phone _____

HVAC/R Contractor name _____ License # _____

	Fee	Date	Inspector
Permit	\$15.00		
.07 cents per sq/ft under roof			
(residential new construction only)			
Duct Rough-in			
Unit Change Out \$35.00			

Commercial

\$1 per \$1000 of HVAC/R job _____

Inspection fee \$35.00

Total _____

All projects are subject to a re-inspection fee, that will have to be paid before the re-inspection happens.

Re-Inspection \$35.00 _____

I hereby certify that the date submitted on this application is true. Any deviation from information obtained hereto, unless approved by the HVAC/R inspector, will render this permit null and void. Work must be commenced within three (3) months or this permit becomes null and void.

Signature of Applicant _____ Date _____

HVAR/R Inspector _____ Date _____

Fire Marshal _____ Date _____

Issues



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Occupancy Permit Application

DATE OF APPLICATION _____ PERMIT # _____ PAID _____ RECEIPT # _____

The undersigned hereby applies for an Occupancy Permit for the following use of a building or land and agrees to comply with all city building regulations, permitting requirements, and ordinances.

Occupant _____

Owner or Agent _____

Mailing Address _____

Phone number _____

I certify that the building or land described above will be occupied solely for the following use:

Single Family \$20.00 _____

Multi-Family \$30.00 under 2,000 sq. ft. _____ \$50.00 over 2,000 sq. ft. _____

Business \$40.00 under 2,000 sq. ft. _____ Type _____

Institutional \$60.00 over 2,000 sq. ft. _____ Type _____

Signature of Applicant _____ Date _____

Occupancy Permit

All applicable permits and regulations of the City of Monticello have been complied with.

Reviewed by _____

Electrical Inspector _____

Plumbing Inspector _____

Fire Chief _____

Approved _____, Fire
 Marshal

Date _____