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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.

Manufactured and Mobile Home Moving Permit (Form E₂)

For the movement of all manufactured and mobile homes (new or used) into the City of Monticello. A pre-determined route must be indicated on the form and cleared by the Chief of Police or the Public Works Superintendent. \$25

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)

Roofing Permit (Form G)

New residential roof - \$15 permit fee plus \$35 inspection fee. Re-roofing of residence - \$15 permit fee plus \$35 inspection fee. Commercial roof – total cost of roofing job X .005 = permit fee. There is a \$50 minimum fee.

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.