

Marion Building Department

In order to assist you in construction under the International Building Codes we are outlining the procedures that should be followed for building.

Construction

1. For a dwelling, an applicant is required to have one (1) set of complete plans with specifications and one (1) plot plan.
2. If commercial or industrial, applicant is required to have one set of complete plans, one plot plans and one set of specifications that are signed, sealed, dated and drawn to scale by an architect who is licensed by the state of Arkansas.

These plans should include the following basic information:

1. Plot plan
 - a. Drawn to scale, showing actual dimensions of the lot, building size, front, rear and side yards.
 - b. Subdivision information such as lot and block number of lot, phase of subdivision.
 - c. Street name and house number.
 - d. Off street parking area, if commercial. Size and location of driveway or sidewalk if residential.
2. Footing/foundation plan: (Residential requires no seal). If commercial or industrial, needs to be signed by architect or engineer.
3. Floor plans
4. Slab must be high enough to allow ground to slope away from foundation in all directions. It is required that the finished grade shall be 8" below finish siding with a slope of a 3 inch drop 6 feet from the wall. Finish grade shall be 4 inches down from top of slab if brick veneer.
5. Sectional and detailed plans.
6. Roof plans.
7. Electrical plans.
8. HVAC (Heating, Ventilation and Air conditioning) plans.
9. Plumbing plans
 - a. If commercial, industry or multiple dwelling over four (4) units, Must be approved by the AR Department of Health.

When the applicant has the proper plans and is ready to apply for a building permit, the procedure is as follows:

1. Proceed to the City Hall Annex building and make an application for a building permit.
2. TO make applications, applicant must present the set of complete building plans.
3. The building department will process the set for compliance of code and zoning regulations.

4. If commercial, industrial, rental property or public building, plans must include the state handicap provisions. A civil rights law under American Disability Act, (Not necessarily required, but an owner can be sued if not provided) and earthquake provisions.
5. When plans and specs are in code and zoning compliance, a permit will be issued.
6. The dwelling and/or building must be built as per plans submitted. If any changes are to be made during construction, the changes are to be reported.

To determine when to call for inspections during the construction, the following outline is presented.

- A. Site inspection. Address must be posted on the lot. After permit application is made, the building inspector will check the proposed building site for proper set backs and yard requirements. If any potential problems are apparent, the inspector will leave a notice for a meeting for clarification.
- B. Footing inspections.
 - i. Dug to correct size and square as possible.
 - ii. Footing shall be continuous. Footings are required under carports and garage door openings.
 - iii. All loose dirt and debris removed from trench.
 - iv. Reinforcing must be installed. Vertical rebars in place if commercial or industrial.
 - v. Metal grade stakes in. Wood Stakes are not permitted.
 - vi. Call for inspection. POUR NO CONCRETE UNTIL ABOVE HAS BEEN INSPECTED.
- C. ROUGH PLUMBING
 - i. Installed as per Arkansas State Plumbing Code.
 - ii. Drainage systems shall be tested with a 10-foot head of water.
 - iii. Pipes through footings must have a sleeve. It can be made out of cardboard. Sleeve on drainpipe through block foundation can be sand. Copper pipe through walls must have a sleeve as well.
 - iv. We are requesting that a shut off valve be located in the sink cabinet, lavatory cabinet, wherever cold water first enters through the slab inside the dwelling and beside the water heater.
 - v. CALL FOR INSPECTION
- D. SLAB INSPECTION
 - i. All grass, top soil, roots, etc will be removed.
 - ii. Soil compacted in accordance with specs.