

Elkins Water & Sewer Department
1874 Stokenbury
Elkins, AR 72727
Ph. 479-643-3121

Request for Water/ Sewer Tap

WATER & SEWER FEES MUST BE PAID BEFORE BUILDING PERMIT IS ISSUED

Date _____

Type of Tap requested:

- Water Tap (5/8-3/4 inch).....\$1000.00
- Water Impact Fee..... \$500.00
- Sewer Tap.....\$1000.00
- Sewer Impact Fee..... \$750.00

Last Name _____ First Name _____ MI _____

SS # or D.L. _____ - _____ - _____ Date of Birth _____

Service address _____

Mailing address _____

Phone Number _____ Message Phone _____

Place of Employment _____ Phone Number _____

Nearest Relative _____ Phone Number _____

I understand that depending on individual circumstances there may be **additional cost** concerning this tap. I will be responsible for the **additional** cost and will be required to pay before water/sewer service begins.

Customer Signature

Date

For Water Department Use Only

Check # _____ Water Department Receipt # _____

Water Department Representative _____ Date _____

Permit # _____

STRUCTURE AND USE PERMIT

City of Elkins
Office of City Building Inspector
1874 Stokenbury Rd
Elkins, AR 72727

Incomplete Applications will be delayed or denied

Name _____ Phone _____

Site Location _____

Lot _____ Block _____

Subdivision _____

Or other Legal Description _____

A. TYPE OF IMPROVEMENT

- New Building
- Addition
- Alteration
- Repair, Replacement
- Moving
- Pool

E.

HEATING AND AIR

Heat: Yes ___ No ___
Air: Yes ___ No ___

B. TYPE OF CONSTRUCTION

- (perimeter walls)
- Frame
- Masonry
- Structural Steel
- Other, specify _____

F.

SIZE OF STRUCTURE

No. of Stories _____
Basement: Yes ___ No ___
Length _____
Width _____
Sq. Ft. Heated _____
Sq. Ft. Garage _____

C. PROPOSED USE

- One Family
- Multifamily _____ units
- Other, Specify _____

G.

SEWAGE DISPOSAL

Public System
 Septic System

D. RESIDENTIAL BUILDINGS ONLY

- (a) Number of bedrooms _____
- (b) Number of bathrooms _____
 - _____ full baths
 - _____ partial (1/2 Baths)

for Office Use Only: Value of Structure \$ _____
 Building Permit Fee \$ _____
 Fire Impact Fee \$ _____ Police Impact Fee \$ _____
City of Elkins will calculate value based on ICC Building Valuation Data per heated square feet on new buildings per Elkins City Code adopted per Ordinance 11-15-2012

H. BUILDINGS PLANS (For New Buildings and Additions)

Applicant must furnish for review building plans consisting of at least a floor plan and a wall section view. The wall section view shall show such items as roofing, rafters, floor joist, footings, foundations, and balcony construction.

Application must be copied to tim.smith@sourcegas.com if gas utility applies

I ADDITIONS AND REMODELING

Describe work to be done on existing structure _____

J. PLOT PLAN

The applicant must provide a drawing that shows proposed buildings, additions to existing buildings, off-street parking, driveways, and other proposed permanent improvements like pools, hot tubs, heating or A.C. units, decks, carports, etc. The distance from any proposed structure to property lines must be clearly indicated. If the building has an overhang, you must show the distance from the overhang to the property line. NOTE: Property lines can be accurately determined only by survey. The street is not the property line.

K. BUILDING SETBACKS

North _____ South _____
East _____ West _____

L. HEIGHT of proposed building _____

M. ADDITIONAL REVIEW REQUIREMENT

Board of Adjustment _____ Large Scale Dev. _____
Planning Commission _____ Lot Split _____

N. IMPROVEMENTS REQUIRED BY THE CITY

Public Sidewalk. Must be in compliance with Elkins Master Street plan for proposed location.

House Numbers. No permanent water meter will be set until permanent house numbers (visible from the street at 4" high) are installed on the building. House numbers may not be changed without approval from the Water Department.

O. PARKING AREAS. All parking areas will be hard surfaced and striped for parking. You must also provide curbs, bumper guards or wheel stops so that no part of a parked car extends beyond the boundary of the parking lot.

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INSULATION PERMIT

_____ Building type (residential, commercial, other)

_____ Square footage of building

_____ Square footage of outside walls

_____ Square footage of all windows

_____ Type of roof (built-up, composition, other)

_____ R-value of roof or attic insulation (R-38 minimum)

_____ R-value of outside wall insulation (R-13 minimum)

_____ R-value of wood floor insulation (R-19 minimum)

_____ R-value of crawl space walls (R-11 minimum)

ALL heating units, cooling units, hot water heaters, and shower heads must meet State Energy regulations.

DRAINAGE REGULATIONS

Concrete slab floors shall be a minimum of sixteen (16) inches above ground level before backfill.

Wood floors shall be a minimum of eighteen (18) inches crawl space clearance between floor joist and ground level.

Backfill drainage shall be six (6) inches of fall in the first ten (10) feet from house. Balance of yard drainage shall be graded so that NO standing water will exist. The fall on all drainage swells shall be a minimum of two (2) inches in ten (10) feet. Water drainage from one lot shall **NOT drain onto another lot, but shall drain to street, or back easement or side drain running to back easement or street.**

PLANNING INSPECTOR USE ONLY

APPROVED BY:

CITY BUILDING INSPECTOR

DATE

**City of Elkins
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CERTIFICATE OF OWNER

The undersigned certifies to be the owner of the real property for which site plan has been submitted to the City of Elkins, Arkansas as part of a building permit application and certifies that the structure to be built on said property will be located as reflected on said site plan, will comply with all setback requirements of the Elkins Zoning Ordinance and will not encroach on any public utility easement. I understand that all inspections by City inspectors will be made only to determine compliance with construction codes and not to assist the owner in property locating the structure. I acknowledge my responsibility to insure, by boundary line survey if necessary, that the location of the structure will conform to the site plan provided by me on a separate sheet of paper and will meet all set-back requirements of the City of Elkins Zoning Ordinance and will not encroach on any public utility easement.

Owner Signature _____ *Date* _____

Owner Name _____

Owner Address _____

Owner Phone No. _____ **Cell Number** _____