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

1. TYPE OF IMPROVEMENT E.

**HEATING AND AIR**

Heat: Yes No

Air: Yes No

New Building

Addition

Alteration

Repair, Replacement

Moving

Pool

1. TYPE OF CONSTRUCTION F.

**SIZE OF STRUCTURE**

No. of Stories

Basement: Yes No

Length

Width

Sq. Ft. Heated

Sq. Ft. Garage

**SEWAGE DISPOSAL**

Public System

Septic System

(perimeter walls)

Frame

Masonry

Structural Steel

Other, specify

1. PROPOSED USE

One Family G.

Multifamily units

Other, Specify

1. RESIDENTIAL BUILDINGS ONLY
2. Number of bedrooms
3. 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

1. 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-l 9 minimum)

R-value of crawl space walls (R-l 1 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***

***\_\_\_\_\_\_\_\_\_\_***

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_