

**NOTICE**

HIGHLAND RESIDENTS

ALL CONTRACTORS

THE CITY OF HIGHLAND REQUIRES BUILDING PERMITS FOR ALL CONSTRUCTION WITHIN THE  
CITY CORPORATE BOUNDARIES OF THE CITY.

ORDINANCE # 00-11 HAS ESTABLISHED

THE BUILDING & ZONING REGULATIONS

PHONE NUMBERS

HIGHLAND CITY HALL- 870-856-6199

CODE ENFORCEMENT - 870-856-6199

**FOR CITY OF HIGHLAND USE**

**Applicant Name** \_\_\_\_\_

**Applicant Address** \_\_\_\_\_

**Application received on** \_\_\_\_\_

**Building permit approved on** \_\_\_\_\_

**Permit # Issued** \_\_\_\_\_

**Building permit denied on** \_\_\_\_\_

**Please initial that you received a copy of the building requirements, fees schedule, and the inspection and construction checklist.** \_\_\_\_\_

\_\_\_\_\_  
**Highland Code Enforcement Officer**

**AN AMENDMENT TO THE GENERAL PLAN, ARTICLE VII, COMMERCIAL DISTRICTS, ADD SECTION 7.02.02, TO PROVIDE FOR THE REGULATION AND CONTROL OF THE VISUAL APPEARANCE OF BUILDINGS CONSTRUCTED OR THOSE BUILDINGS THAT UNDERGO AN EXTERIOR RENOVATION IN THE COMMERCIAL ZONED AREAS OF THE CITY OF HIGHLAND ARKANSAS**

THE CITY OF HIGHLAND, ARKANSAS, desires to encourage the development of visually attractive property and to promote appropriate aesthetic and functional design considerations to protect and enhance property values and to mitigate the effects of development through enhanced design and to also promote the development of commercial property in a vibrant and economically efficient manner that will contribute to the economic base of the community.

**COMMERCIAL BUILDINGS:**

**A. Prior to construction, or exterior renovation, the owner of the property shall provide a layout design plan (also known as a plot plan) to the Planning Commission for the Commission's review and approval. Such plan shall show details of parking, sidewalks, driveway entrances and exits, landscaping, signage, utility service, roof water drainage and water drainage from the property.**

**B. Prior to construction, the owner of the property shall provide detailed architectural drawings to the Planning Commission for the Commission's review and approval.**

C. Any building in an area of the city zoned for commercial use should also be constructed so that the main entrance to the building should be generally located facing the major street. Any street facing facade shall be constructed so that no more than thirty (30%) percent of the exposed facade is metal.

D. Any facade visible from the public right of way shall be constructed to avoid an uninterrupted facade without architectural features to break the monotony of the facade. No more than thirty (30) feet of facade will be permitted without the addition of some architectural features. The owner of the property can substitute landscape design of a manner that will shield the facade of the building from public view for the requirement of the addition of architectural features under this section with the approval of the Planning Commission.

E. All mechanical apparatus, propane tanks, storage areas, trash receptacles and the like shall be screened from all public views and public right of ways.

F. Parking areas, that are subject to ADA requirements, and/or Federal, State and local guidelines shall be constructed of a hard surface, such as concrete or asphalt (black top) and kept in repair.

G. ANY EXCEPTIONS TO THIS AMENDMENT WILL BE SUBJECT TO THE PLANNING COMMISSION'S APPROVAL.

## **Building Permit Procedures**

1. Individuals will be given application packets from city hall.
2. On completion of all required information, approval, and fee submission a permit will be issued.
3. Permits must be displayed on the construction site.
4. When the applicant is ready for inspection, the city's Code Enforcement Officer must be notified and work cannot proceed until the inspection has been completed and the permit signed.

## **Requirements**

1. A complete detailed building plan must be submitted with the application.
2. Commercial construction must submit architect blue prints.
3. All construction must meet state, federal, and local codes and laws.
4. Exterior of structures must be completed 6 months after construction begins.
5. Interior construction must be completed 12 months after construction begins.
6. Commercial construction must be performed by a state licensed contractor.
7. Appeals on permit denials may be made to the Highland Planning Commission.
8. **ALL CONSTRUCTION MUST MEET NEW ARKANSAS ENERGY CODES (Ordinance 18-01)**  
**Arkansas Energy Codes are available upon request.**

## **Fees for New Connections to Sewer System**

**Option #1** - City provides labor and equipment – This includes everything from making the tap to setting the alarm box. Owner is responsible for connecting to house sewer line and electric to alarm box.  
Pump and equipment of \$4,500.00 (Tapping fee included)  
Service line of \$3.50 per foot

**Option #2** - Owner of the property elects to install, either personally or through a third party, all equipment and supplies must be purchased from the City.  
Pump and equipment of \$4,000.00 dollars (Tapping fee included)  
Service line of \$1.00 per foot

### **Payment of connection fees shall be made as follows:**

If the City performs the work under **Option #1**, the fee may be paid as follows:

A minimum of \$2,500.00 at the time of request for the work to be performed and the balance paid upon the completion of the installation or paid in full at the time of request.

If the owner elects to perform the work under **Option #2**, the fee shall be paid in full at the time of purchase of the pump and equipment.

## **Schedule of Building permit fees - (City Ordinance 15-06 & 17-04)**

1. .10 per square foot with a \$100.00 minimum and **\$500.00 Maximum** fee for residential construction.
2. .10 per square foot with a \$60.00 minimum for residential additions (attached and non-attached).
3. .10 per square feet for commercial construction with a maximum fee of \$500.00.
4. .10 per square feet for commercial additions (attached and non-attached).
5. \$100.00 for manufactured homes.
6. \$10.00 occupancy fee.

Building Permit Fee \$ \_\_\_\_\_

***Dig Safely. Be sure to call Arkansas One-Call before you dig.***

***1-800-482-8998 Or 811***

Building Code \_\_\_\_\_

Issue Date \_\_\_\_\_

Reviewed Date \_\_\_\_\_

Permit No. \_\_\_\_\_

APPLICATION REVIEWED BY:

### Application for Building Permit

## City of Highland

CITY SETBACKS: FRONT \_\_\_\_\_

BACK \_\_\_\_\_ SIDES \_\_\_\_\_

CORNER LOT \_\_\_\_\_

(Please Print Clearly) - Applicant to complete numbered spaces only (1-20). All information to be included prior to submitting for review

1. JOB ADDRESS			
2. OWNER	MAIL ADDRESS/CITY/ZIP CODE		PHONE
3. CONTRACTOR	LICENSE #	MAIL ADDRESS/CITY/ZIP CODE	PHONE
4. ARCHITECT OR DESIGNER	LICENSE #	MAIL ADDRESS/CITY/ZIP CODE	PHONE
5. ENGINEER	LICENSE #	MAIL ADDRESS/CITY/ZIP CODE	PHONE
6. USE OF BUILDING			
7. CLASS OF WORK: <input type="checkbox"/> NEW <input type="checkbox"/> ADDITION <input type="checkbox"/> ALTERATION <input type="checkbox"/> REPAIR <input type="checkbox"/> MOVE <input type="checkbox"/> OTHER (EXPLAIN) _____			
8. DESCRIBE THE NATURE OF THE WORK: _____ _____ _____			
9. VALUATION OF WORK (Based on replacement cost): \$ _____			
10. ELECTRICAL CONTRACTOR	LICENSE # (Must have city license) Have City license? <input type="checkbox"/> Yes <input type="checkbox"/> NO		
11. PLUMBING CONTRACTOR	LICENSE # (Must have city license) Have City license? <input type="checkbox"/> Yes <input type="checkbox"/> NO		
12. HEATING & AIR CONTRACTOR	LICENSE # (Must have city license) Have City license? <input type="checkbox"/> Yes <input type="checkbox"/> NO		
13. SIZE OF BUILDING (Total Sq. Ft.)	14. No. of Stories _____	16. Use Zone (See Zoning Map)	17. Fire Sprinklers Required? <input type="checkbox"/> Yes <input type="checkbox"/> No
18. No. of Dwelling Units? (if applicable) _____	19. Parking Spaces Required for parking lots _____	20. OFFSTREET PARKING SPACES: COVERED _____ UNCOVERED _____	

SPECIAL CONDITIONS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### NOTICE

Separate permits are required for electrical, plumbing, heating, ventilating or air conditioning. This permit becomes null and void if work or construction authorized is not commenced within 6 months, or if construction is suspended or abandoned for a period of 6 months at any time after work is commenced.

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction

\_\_\_\_\_  
(Signature of contractor or authorized agent) (Date)

\_\_\_\_\_  
(Signature of owner (if owner builder)) (Date)

Special Approvals	Required	Received	Not Required
Zoning			
Water/Sewer Dept.			
Electric Company			
Phone Company			
Gas Company			
Fire Dept.			
Police Dept.			
Other			
Application accepted by: _____		Approved for Issuance by: _____	

## **STAGES WHEN INSPECTIONS ARE REQUIRED**

It is the duty of the property owner or contractor to contact the Code Enforcement Officer when each stage of construction is reached so the required inspections can be performed. Failure to properly request required inspections may be a reason for the building permit to be revoked by the City of Highland. Each inspection must be completed by the Code Enforcement Officer, or his designated agent. Each inspection must be completed prior to continuing to the next stage of construction.

In the event your requested permit is for a building or project not authorized within the zone where the construction is to be performed, a change in the zoning designation for that area must be requested by the property owner from the Planning Commission. A request for a zoning change must be submitted in writing to the City Clerk who will notify the Planning Commission of your request. Until zoning changes are approved, no building permit will be issued.

In the event your requested building permit is for a building or project within the zone where construction is to be performed, but a change of certain city, state, or federal regulations needs to be granted, the property owner must request a variance from the Board of Adjustments. A request for a variance shall be submitted in writing to the City Clerk who will notify the Board of Adjustments of the request.

## **CONSTRUCTION CHECKLIST**

- ✓  Where necessary, a satisfactory perk test is required from the county health department.
- ✓  Exterior of the structure must be completed within 6 months after construction begins.
- ✓  Interior of the structure must be completed within 12 months after construction begins.
- ✓  A signed statement, describing construction or improvements must be submitted to the Highland Planning Commission.
- ✓  Electrical and plumbing work must be inspected by the Code Enforcement Officer.
- ✓  All commercial construction must be performed by a licensed contractor
- ✓  All set back requirements are met.

DATED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 20\_\_

Property owner's name \_\_\_\_\_

Property owner's signature \_\_\_\_\_

Phone Number \_\_\_\_\_