

**ALTERATIONS AND/OR ADDITIONS TO EXISTING PROPERTY - PROCEDURE**

**I. Permits:**

Permits are required by the current Arkansas Fire Prevention Code Volume III. Any owner, or authorized agent who intends to construct, enlarge, alter, repair, move, demolish, or change the occupancy of a building, or structure, or to erect, install, enlarge, alter, repair, remove, convert, or replace any electrical, gas, mechanical, or plumbing system, the installation of which is regulated by this code, or to cause any such work to be done, shall first make application to Planning and Inspection Department and obtain the required permit.

**II. Enforcement:**

The current Arkansas Fire Prevention Code Volume III. It shall be unlawful for any person, firm, or corporation to erect, construct, alter, expend, repair, move, remove, demolish, or occupy any building, structure, regulated by this code, or cause same to be done, in conflict with or in violation of any the provisions of this code.

The Architectural Control Committee requires that all building permits requesting additions of a “permanent” type structure have a current As-Built-Survey.

This provision applies to permanent improvements to homes, requiring new foundations such as carports, garages, additional rooms, porches, and decks. This is also including driveways or patios.

It is the intent of this procedure to preclude the encroachment of building additions onto easements, or in extreme cases, onto the property of others. The Board of Directors feels very strongly that this procedure is for the protection of and in the best interest of every homeowner.

**III. AS-BUILT SURVEY:**

Performed by a **Registered Land Surveyor** to re-establish the principal controlling points and to locate by dimension the position of all existing structures and improvements on the property and any additions.

**IV. Electrical:**

Must meet or exceed the current Arkansas Adopted National Electrical Code. The person doing the wiring must be an Arkansas Licensed Journeyman or an Apprentice. The minimum wire size in Hot Springs Village is 12-2 Romex.

**V. HVACR:**

All HVACR installations must be installed and inspected in accordance of the current Arkansas Mechanical Code.

**VI. PLUMBING:**

Must be installed & inspected in accordance with the current Arkansas Plumbing Code.

**NOTE: THIS PERMIT IS GOOD FOR (6) SIX MONTHS FROM DATE OF ISSUANCE. THERE WILL BE A RE-FILING FEE FOR EXPIRED PERMITS. IT IS THE RESPONSIBILITY OF THE OWNER AND/OR CONTRACTOR TO CALL IN AND REQUEST THESE INSPECTIONS.**

10-24-90 B.O.D. Revised 2-13-91, 1-4-99, 8-3-00, Revised 10-01-01, Rev. 4-19-02, B.O.D. 10-1-03, BOD 11-16-05, Revised 8-3-06, Revised 1-1-07, B.O.D. 9-21-11

**VII. CHECK LIST**

1. \_\_\_\_ Signed application.
2. \_\_\_\_ Front and side views of addition showing new work and existing structure.
3. \_\_\_\_ As-Built Survey, if required.
4. \_\_\_\_ Plot plan must show alteration or addition and the location of the POA sewer tank.
5. \_\_\_\_ Load Calculation for HVAC/R
6. \_\_\_\_ Contractor's License
7. \_\_\_\_ Workman's Comp., General Liability or Bond (Limited contractor licenses are exempt from this requirement)

**VIII. Disclaimer: No warranty is made or implied to any individual property owner that the actions of the ACC in the approval process to obtain a HSV Permit is intended as a tacit approval of the quality, safety, desirability or suitability of such design or construction.**

Date \_\_\_\_\_



Hot Springs Village  
Property Owners' Association  
895 DeSoto Boulevard, Hot Springs Village, AR 71909  
Phone: 501.922.5562 Fax 501-922-5035 [www.hsvpoa.org](http://www.hsvpoa.org)

**PERMIT APPLICATION**

TYPE OF PERMIT \_\_\_\_\_ PERMIT FEE \_\_\_\_\_

PROPERTY OWNER NAME \_\_\_\_\_

ADDRESS (include city, state, zip) \_\_\_\_\_

TELEPHONE(S) \_\_\_\_\_

OWNER SIGNATURE \_\_\_\_\_

NOTE: This application must be signed by owner DATE

CONTRACTOR NAME \_\_\_\_\_

ADDRESS (include city, state, zip) \_\_\_\_\_

CONTRACTOR LICENSE # \_\_\_\_\_ Expiration Date \_\_\_\_\_

CONTRACTOR PHONE NUMBER(S) \_\_\_\_\_

CONTRACTOR SIGNATURE \_\_\_\_\_

NOTE: This application must be signed by contractor DATE

\_\_\_\_\_  
LOT BLOCK SUBDIVISION

LOCATION ADDRESS \_\_\_\_\_

SCOPE OF WORK \_\_\_\_\_

\_\_\_\_\_

**PERMIT FEES**

Alteration & Addit	\$40	Boat Dock	\$75
Heated Sq. Footage Added	\$.30/sq. ft _____	Fence	\$40
Electrical	\$40	Landscaping	\$40
Plumbing	\$40	Propane tank	\$40
HVAC	\$40	Seawall	\$85
Commercial HVAC	2% of total job	Sign	\$40
Storage Building	\$40	Tree Cutting	\$40
Re-Filing Fee	\$50		

**NOTE: THIS PERMIT IS GOOD FOR (6) SIX MONTHS FROM DATE OF ISSUANCE. THERE WILL BE A RE-FILING FEE FOR EXPIRED PERMITS.**

**CONTRACTOR INFORMATION**

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Electrician's Name	License #	Expires
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Electrician's Address (city, state, zip)	Phone
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Master Plumber's Name	License #	Expires
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Master Plumber's Address (city, state, zip)	Phone
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HVAC Name	License #	Expires
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HVAC Address (city, state, zip)	Phone
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