

City of Jonesboro
Inspections Department

Standard Operating Procedures

Codes approved for use in the City of Jonesboro

- Building Code-2000 IBC/2002 AFPA
- Electrical Code-2008 NEC (less City Of Jonesboro ordinance revisions)
- HVAC-Mechanical code-2003 IMC
- Plumbing Code-2003 ASPC (less City Of Jonesboro ordinance revisions)
- Gas code-1995 AGC

CITY OF JONESBORO BUILDING INSPECTION FEES

PERMIT TYPE

FEE

BUILDING:

1. Residential construction		55.00/sf-heated 24.00/sf-garage
2. Driveway		35.00
3. Storage building	new	50.00
4. Demolition	new	50.00
5. After hours inspection	new	50.00
6. Reinspection		25.00
7. Commercial construction		% of building cost

COMMERCIAL HVACR:

1. Permit		45.00
2. Conventional A/C system		25.00 each
3. Heat pump w/air handler		25.00 each
4. Geothermal A/C system		25.00 each

5. Water source heat pumps		25.00 each
6. H.P. or tons of cooling		6.00 each
7. Cooler and freezer split system		25.00 each
8. Ice makers over 1 hp (split)		25.00 each
9. ERV's		20.00 each
10. Ventilating equipment (exhausting outside)		15.00 each
11. RTU's package units		25.00 each
12. Roof top exhaust fans		10.00 each
13. Smoke exhaust systems		25.00 each
14. Venting systems test		75.00 each
15. Type I and II hoods		25.00 each
16. Fireplaces or cooking brick ovens		25.00 each
17. Other vented appliances		10.00 each
18. Unit heaters (vented)		25.00 each
19. Boilers-to 1,000,000 btu for each 1,000,000 btu		50.00 add 25.00 each
20. Building ventilation fans		15.00 each
21. Evaporative cooler		15.00 each
22. Chillers		25.00 each
23. Roof top systems		add 5.00 each
24. Air handling units		25.00 each
25. Radiant heaters (gas)		25.00 each
26. Reinspection	new	30.00 each
27. After hours/weekend inspections	new	50.00 each

RESIDENTIAL HVAC:

1. Permit		25.00 each
2. Geothermal units		20.00 each
3. Heat pump w/air handler		20.00 each
4. Unit heaters (gas)	new	20.00 each
5. Conventional AC system		20.00 each
6. Heat pump w/gas furnace		25.00 each
7. Split refrigeration system	new	15.00 each
8. ERV's system	new	15.00 each
9. Ventilated fireplace	new	15.00 each
10. Number of tons of cooling		5.00/ton
11. Bathroom venting system	new	5.00 each
12. Additional venting systems	new	5.00 each
13. Baseboard heater	new	5.00 each
14. Boilers	new	25.00 each
15. Kitchen range vent hoods		15.00 each (duct)
16. Reinspection		30.00 each
17. After hours/weekend inspections	new	50.00 each

COMMERCIAL PLUMBING:

1. Permit	45.00
2. Water meter	10.00

3. Sprinkler meter	10.00
4. Sewer connection	10.00
5. Backflow installation inspection	10.00
6. Grease trap inspection	10.00
7. Gas inspection (new or re-connect)	15.00
8. Sewer stub-out	4.00 each
9. Street cut	150.00
10. Price per fixture: Include water heaters, floor drains and hub drains	5.00 each
11. Reinspection fee	45.00 each
11. After hours/weekend inspectionnew	50.00 each

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6. Gas inspection (new or re-connect)	10.00
7. Street cut	150.00
8. Price per fixture: Include water heaters, floor drains and hub drains	5.00 each
9. Reinspection fees	35.00 each
10. After hours/weekend inspections new	50.00 each

ELECTRICAL:

1. Residential permit		35.00
2. Commercial permit		45.00
3. Industrial permit	new	100.00
4. Up to 100 amps		50.00
5. 100-200 amps		75.00
6. 200-300 amps		100.00
7. 300-400 amps		125.00
8. Over 400 amps		175.00
9. Each amp over 400		.05 each
10. Temporary power		35.00
11. Temp power w/permit		10.00
12. Swimming pools		100.00
13. Reconnect		50.00
14. Billboard		45.00
15. Service change		25.00
16. Reinspection fee		30.00
17. After hours/weekend inspections	new	50.00 each

Commercial Building Permit Valuation

Value	Fee	Unit
1.00-4500.00	25.00	Flat
4501.00-5000	1.00	Flat

5001-20,000	4.00	per 1,000
20,001-100,000	3.10	per 1,000
100,001-500,000	2.20	per 1,000
500,001-1,000,000	1.55	per 1,000
1,000,001-	1.25	per 1,000

Surcharge

1.00-1,000,000	.05	per 100
1,000,001-	1000	Flat

Make checks payable to City of Jonesboro

Payment of Permits

Beginning March 17, 2008, permits issued by the City of Jonesboro-Building Inspection Department will no longer be paid for at 307 Vine Street. Instead payment will be made at 515 W. Washington (City Hall) in the Collections Department.

The new process will be:

- Building Inspection Department will call you when your permit is complete.
- You will go to Collections Department at 515 W. Washington to pay for you permit.
- The Collections Department will notify Building Inspections that payment for the permit has been made. Payment may be made by check, cash or credit card.
- After notification of payment, the Building Inspection Department will then be able to make normal inspections that are requested. NO INSPECTIONS WILL BE MADE UNTIL PERMIT IS PAID FOR.

Permit application

Residential

Planning Department-These items must be attached to application for building permit.

1. Site plan
 - A. Lot size
 - B. Location of existing buildings
 - C. Location of proposed building/
addition.
 - D. Setback distances from property
lines to existing and proposed
building/addition.
 - E. Driveway
 - F. Adjacent streets-show names of streets
 - G. Finished floor elevation when
Flood Elevation Certificate is
Required.
 - H. Street address
 - I. Arrow showing North direction
2. Copy of current Arkansas Residential
Contractor's License. Exception-
Individual homeowner building the
Structure may sign affidavit stating
That he is the building contractor.
3. Copy of current City of Jonesboro
Privilege License.
4. Plans-floor plan, exterior elevations
Scale should be $\frac{1}{4}''=1'-0''$.
5. Typical wall section-cross section
Of building, showing footing, wall
And roof details.

Permit application

COMMERCIAL

Planning Dept.-these items must be attached to building permit application.

THE STRUCTURAL PLANS OF EACH PUBLIC BUILDING SHALL BEAR THE ENGINEERS ARKANSAS SEAL, SIGNATURE AND A STATEMENT OF REFERENCE TO WHAT SEISMIC ZONE THE STRUCTURE IS DESIGNED TO SATISFY PER ACT 1100, A HOUSE BILL #1577, AS

ADOPTED IN THE 1991 REGULAR SESSION OF THE 78TH GENERAL ASSEMBLY.

This statement must appear on cover sheet.

“I hereby certify that these plans and specifications have been prepared by me, or under my supervision. I further certify that to the best of my knowledge these Plans and specifications are as required by law, and in Compliance with the Arkansas Fire Prevention code for The state of Arkansas.”

1. Site plan
 - A. Lot size
 - B. Parking
 - C. Setbacks
 - D. Driveway
 - E. Sidewalks
 - F. Drainage
 - G. Zoning Classification.
2. Erosion control plan
 - A. Required grading plan
 - B. soil erosion and sediment control plans and warranty.
3. Stormwater-engineered drainage plans.
4. Landscape plan
5. Framing plans-floor, walls, ceiling, Roof and insulation.
6. Mechanical plans-plumbing, HVAC and electrical.
7. Floor plans-building, rooms, door and window schedules, exit and firewall separations.
8. Life safety requirements/sprinkler systems-according to usage and size of building.
9. Department of Health Approval
10. Privilege License-out of state contractor must obtain

Plumbing Inspection Checklist

1. Proper materials
2. Proper installation methods
3. Correct use of fittings/materials
4. Compliance with code
5. Use of colored primer on glued connections
6. Pipe sizing (water/drains/vents/gas)
7. Structural safety
8. Nail guards in place
9. License

10. Permits
11. Recommended testing procedures
12. Fill free from rocks

Electrical Inspection Checklist

1. Kitchens-required branch circuits
 - a. 2-small appliance circuits
Art:210.52(B)(1)(2)
 - b. Refrigerator
Art:210.52(b)(1) exfp #2
 - c. Vent hood (Britain Micro)
Art:422.16 (b)(4)
 - d. Disposal/dishwasher
Art:422.16 (b)(1)(2) 430.6(a)(b)(c)
310.15(b) 400.5

5 circuits minimum 110v
2. All ceiling fan boxes to be listed
 - a. Art. 314.27 (D)
3. All masonry boxes to be listed (boxes in Brick)
 - a. Art. 110.3 (b)
4. Receptacle to be locked within 25' of
Condensing units and air handlers
 - a. Art. 210.63
5. Physical protection of cables
 - a. Art. 300.4 (A)(1)
6. Bushing
 - a. Art. 300.4 (F)
7. Unused openings
 - a. Art. 300.4(F)
8. Buried ground rod clamps
 - a. Must be rated f/direct burial
 - i. Art:250.70
9. Indoor whirlpools-bonding
 - a. Art:680.43(D)(1)(2)(3)(4) (E)(1)(2)(3) (F)(1)(2)
10. Antioxidant (inhibitor)-on aluminum
Conductor

- a. Art. 110.14
- 11. Open knock outs must be filled by approved method.
 - a. Art:312.5 (A)
- 12. Walls greater than 2' receptacle must be installed.
- 13. Kitchen wall counter spaces 12" or wider to be served by receptacle
 - a. Art:210.52 (C)(1)(4)(5)
- 14 Kitchen island counter spaces
 - a. Art:210.52 (C)(2)
- 15. Peninsular counter spaces
 - b. Art. 210.52(C)(2)
- 16. Water lines to be bonded
 - a. Art: 250.104 (a)
- 17. Gas pipe to be bonded trical

HVAC checklist

- 1. Ready access (drop down stairs in place)
- 2. Clear/complete walkway and platform
- 3. Access opening
- 4. Secondary condensate pan, size and drain run
 - a. Correctly.
- 5. Condensate drain run properly w/trap inline.
- 6. Refrigerant line run properly; tied and protected
- 7. Unit inside set and fixed securely to supports
- 8. Gas units vents installed correctly and supported
- 9. Unit housing penetrations protected w/fittings.
- 10. Duct installed properly, strapped 4'-5' and stretched tight. Sized properly.
- 11. Return installed and properly sized, sealed and installed. Return duct sized properly. As short as possible w/correct turning radius.
- 12. Secondary drain in a conspicuous location.
- 13. All grills installed-open and ready f/operation

14. Filter installed-grill correctly sealed.
15. Return location ok for proper system operation and efficiency.
16. Outdoor unit level and on platform; flex conduit to disconnect within 6' of unit.
Disconnect not located directly behind unit.
17. Condensing unit properly spaced f/building.
18. Thimble in wall when run through brick wall.
19. Refrigerant lines installed and protected.

Residential inspections

Building-

Footing-clean and free of standing water.

- A. No tree roots/vegetation
- B. Width and depth as shown in

typical wall section.

- C. Steel rebar supported by metal

baskets.

Ground rod f/electric meter attached to footing steel.

- D. Vertical steel rods (for wall

foundation support) in place

when wall height exceeds 40". If wall height exceeds 72", rods must

be tied to footing rebar.

Slab/foundation inspection-

A. Foundation/floor level height in agreement w/elevation certificate-when necessary.

- B. .006 clear visqueen vapor

barrier in place

- C. Steel mesh in place-6x6-1010 in

Place.

- D. Anchor bolts in place.

- E. Plumbing rough in approved.

Framing inspection-

A. Roof decking and wall sheathing in place.

- B. All framing and support bracing

in place.

- C. Top out plumbing, electrical and HVAC approved prior to this inspection.

Final Building inspection-

A. Final plumbing, electrical and HVAC approved.

B. All work required for building permit is completed.

C. Examination of garage to house fire separation

1. Walls-between house and garage-5/8" drywall.

2. Ceiling-if room above is

habitable 5/8" drywall is required.

3. Exterior door to garage

Is 20 minute fire rated.

D. Driveway inspection approved. Engineering department will inspect form work prior to pouring concrete.

Building inspection department will perform final driveway inspection during Final Building inspection.

Commercial inspections

Footing/foundation-according to approved
Typical foundation detail in plans

Framing-according to approved typical
wall section detail in plans. SOP-all
mechanical (plumbing, HVAC and electrical) rough inspections
(plumbing top out) completed and approved.

Final building-according to approved plans.
SOP-all final mechanical inspections
approved.

Engineer approval letter received.

E-mail to engineering prior to

FB inspection scheduled.

Eng. Letter f/outside of bldg.

Architect approval letter received.

For inside of building.

Prior to inspection being scheduled,
Ch. Building Inspector, will con-
duct pre inspection. Checklists
from, Fire Marshall, Planning
And Engineering (ADA require-
ments) will be determined to
be complete or not.

E-mail scheduled day and time for
FB inspection to Fire Dept. FM,
Planning and Engineering.
Certificate of Occupancy issued upon
approval and signature of these
Agencies.

Mechanical inspections

HVAC-Rough in
Final

Plumbing-Rough in
Top out
Final

Electrical-Rough in
Final

Check lists-to follow existing code regulations

Insulators rework of temp. power poles.

Upon call requesting Framing inspection, our department will immediately call the builder/contractor-to make them aware of periodic inspections by the State Electrical inspector. Previously, insulators have reworked power pole circuits to accommodate their plugs. This is illegal and may result in fines, not only to the insulator, but also to the electrician and the builder-OSHA. Letters will be sent to insulators, builders and electricians.

Priority inspections

These requests for inspections will be
Setup within 1-2 hours of call in.

Gas test
Footing
Plumbing rough in

Pool Permits

Pool Permit holder:

These inspections will be required upon permit approval.

Footing inspection-call prior to pouring concrete around
base of pool forms.

Electrical rough-in inspection-check bonding