



Planning & Engineering
31 Shelby Road
Sherwood, AR 72124-6256
Phone: (501) 835-4753
Fax: (501) 392-0088

Checklist for Obtaining a Commercial Building Permit

Plan Review Requirements: One electronic copy and 2 paper copies

Site Plan:

- ☐ Existing and proposed utilities
 - ☐ Means of egress, paving, parking, and drainage
 - ☐ Landscape Plan
 - ☐ Structure location, setbacks and lot dimensions
 - ☐ Site must be platted (Lot, Block, Subdivision)
 - ☐ Exterior building materials, detail if standard or non-standard in accordance with Section 14.10.10. of the Sherwood Zoning Code
- If non-standard, a non-standard building design application will be required.

Floor Plan:

- ☐ Wall section
- ☐ Wall finish, window and door schedules
- ☐ Foundation plan
- ☐ Framing plan
- ☐ Specifications

Heating, AC and Ventilation Plan:

- ☐ Toilet ventilation
- ☐ HVAC or ventilation supplied to structure
- ☐ Types of units

Plumbing Plan:

- ☐ Risers showing sizes and types of water, gas, and sanitary lines
- ☐ Fixture schedule

Electrical Plan:

- ☐ Power and lighting plan
- ☐ Exit and emergency lighting
- ☐ Fire alarm and fire notification systems



Planning & Engineering
31 Shelby Road
Sherwood, AR 72124-6256
Phone: (501) 835-4753
Fax: (501) 392-0088

Please note the following:

1. When site plan review is required, approval must be given by the Sherwood Planning Commission before a permit will be issued.
2. Health Department approval is required for ALL commercial construction (and residential if over a fourplex).
3. Commercial construction over \$100,000.00 must have architect or engineer stamp on plans.
4. Arkansas Contractor's License is required for construction over \$75,000.00.
5. A \$10,000.00 surety bond made payable to the City of Sherwood is required and must be delivered to the Permits & Planning Department.
6. A privilege license from any city in Arkansas is required.
7. All subcontractors must be licensed and bonded with the City of Sherwood.
8. Assembly, educational, and institutional uses must have architect or engineer stamp regardless of cost of project.
9. Plans should meet the Americans with Disabilities Act specifications (exceptions: churches and private clubs).