



CAPITOL ZONING
DISTRICT COMMISSION

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PERMIT APPLICATION FOR NEW CONSTRUCTION AND ADDITIONS

PROPERTY ADDRESS _____

PROPERTY OWNER _____

PERSON FILING APPLICATION _____

if other than owner, complete the Authorization of Representation statement provided.

APPLICANT PHONE _____ EMAIL _____

MAILING ADDRESS _____

APPLICANT SIGNATURE _____ DATE _____

Signature certifies that applicant is authorized to represent this property, and that all information presented in this application, as well as in any supporting materials, is true and correct to the best of the signatory's knowledge.

DESCRIPTION OF PROPOSED WORK:

This application is for additions to existing structures or for construction of new buildings, either primary or accessory.

Attach as many pages or supporting materials as necessary (see attached for more information). An application is not complete and will not be scheduled for Commission review until all applicable supporting materials have been submitted to staff. Electronic submittals (email, scanned documents, PDFs, digital images, etc.) are welcome. You may submit the application in person or by mail at 1100 North St., Little Rock, AR, or via email at capitol.zoning@arkansas.gov. Please call 501.324.9644 for assistance.

INSTRUCTIONS ON NEXT PAGE:



Capitol Zoning District Commission
1100 North Street • Little Rock, AR 72201



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New Construction/Additions

We strongly encourage you to contact staff before submitting an application for any major new construction or additions to ensure you understand what is required for Commission review. More flexibility may be possible for accessory structures in the rear yard that will not be seen from the public way.

At minimum, submit:

- 1) A survey from a registered Land Surveyor within the last five years, showing the existing improvements on the land (buildings, accessory buildings, decks, porches, fences, etc.); and
- 2) A drawing of all proposed improvements, shown on a survey from a registered Land Surveyor within the last five years* with all setbacks of buildings and fences clearly dimensioned; and
- 3) If new parking is required, a plan for the new parking area; and
- 4) If this is an addition, photos of the house showing all affected elevations; and
- 5) Dimensioned, scaled drawings of all proposed elevations (all building elements, not just height, length, width); and
- 6) Roof plan; and
- 7) Lists of all proposed materials; and
- 8) Samples or other information on specialty materials; and
- 9) Colors for all permanently colored materials (e.g., pigmented siding, brick, or roofing) ; and
- 10) Manufacturers' information/cut sheets, including photos or renderings, for any windows, doors, or other architectural features proposed for the project; and
- 11) Renderings or concept drawings can be reviewed for input prior to final Commission review. Architectural plans/working drawings are preferred before the Commission staff stamps plans as approved for Little Rock building permit purposes.

Please note that the permit issued will be limited to the design described in the application materials submitted and stamped. Any changes to design, location, or other details will require consultation with CZDC staff.

The staff is pleased to help you make sure your project proceeds as smoothly as possible and that no misunderstandings arise. Investing time in making sure both the staff and the property owner are clear on what work is planned and what work has been approved before work starts is the best way to head off misunderstandings or costly mistakes.

*City of Little Rock building permit requirement





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AFFIDAVIT

I, _____ certify by my signature below that I
hereby authorize _____ to act as my agent regarding
the _____ of the below described property.

Property described as:

Signature of Title Holder

Date

Subscribed and sworn to me a Notary Public on this _____ day of

_____.

Notary Public

My Commission Expires:

