

HOW TO OBTAIN DEVELOPMENT & OCCUPANCY PERMITS

Any questions regarding the necessity of extension of or waiver of these permits or any other operational issue related to the permits, inspections or the Building Inspector should be referred to the County Judge's Office.

Development Permits

Step 1

Begin the application process of the DEVELOPMENT PERMIT in the County Judge's Office.

If you do not know your physical/911 address, please obtain a 911 Address Application form, complete it and give to the Marion County 911 Coordinator - Jennifer Wallace.

The 911 office is located in the Marion County Court Complex across from the courthouse.

The Marion County 911 Coordinator is Jennifer Wallace - Phone # 870-449-5800.

(You will be providing this information to the County Judge and Assessor's Offices.)

Step 2

Obtain your PARCEL NUMBER used to identify your land.

(This may be obtained through the Marion County Assessor's Office.

If you are purchasing your land on contract from an individual and no deed/contract for deed, has been filed on record in the Clerk's Office, you may need to contact the person from whom you are purchasing the land to obtain the proper parcel number.)

Step 3

Obtain the ELECTRICAL ACCOUNT NUMBER for the 911 address of the construction site.

Step 4

Pay Marion County Treasurer \$100.00 for Development Permit and obtain a receipt of payment.

Bring the four (4) items of documentation listed above to the County Judge's Office to obtain a permit number.

Inspections: All inspections are done by the Marion County Building Inspector by appointment. Ken Rigmaiden is the Inspector and may be contacted at 770-560-1551.

OCCUPANCY PERMITS

Permanent power may be attached to your building after you have paid the Marion County Treasurer the OCCUPANCY PERMIT fee of \$100. Provide the County Judge's Office with a copy of said receipt and an electrical inspection that is signed by the County Building Inspector. The County Judge's office will notify the electrical company that all requirements have been met at your building site.

Your OCCUPANCY PERMIT will be written but held in the County Judge's Office until the Building Inspector passes the building with a FINAL INSPECTION. At that time, the County Judge will sign the Occupancy Permit and you may obtain a copy of the permit for your records.

DEVELOPMENT PERMIT FORM

Marion County, Arkansas

DATE: _____ PERMIT NUMBER: _____

Name of Applicant: _____

Check Appropriate Box:

Applicant is Builder Resident Other: _____

Applicant Current Address: _____
Street City/State/Zip

Phone: _____ Alternate Phone: _____

Energy Account Number: _____ of Builder or Resident

Owner/Resident Name (if different than Builder): _____

Proposed Dwelling information:

Parcel Number: _____

911 Address of Proposed Dwelling: _____

Complete Legal Description of Property: _____
(Include Section, Township and Range and/or subdivision name, block and lot)

Description of proposed new residence (Check box):

- New Construction
- Trailer or Mobile Home
- Other (Describe): _____

Estimated Value of Dwelling: _____

Receipt Number of Payment to Marion County Treasurer: _____

Signature of Applicant: _____

Signature of County Judge: _____

This Development Permit shall be effective for six (6) months from the date of payment of \$100 to the Marion County Treasurer.
The permit is non-transferable and construction/installation must be within six (6) months of issuance.
Abandonment of construction/Installation for six (6) months makes permit null and void.

DESCRIPTION OF PROPOSED NEW CONSTRUCTION

1. Type of new construction (house, mobile home, cabin, etc.) _____

2. How many bedrooms? (If more than one dwelling, specify for each) _____

3. How many bathrooms? (If more than one dwelling, specify for each) _____

4. Total square foot. (If more than one dwelling, specify for each) _____

5. Will there be any garages or carports? _____ If yes, what are the dimensions? _____

6. Will there be any decks or patios? _____ If yes, what are the dimensions? _____

7. Will structure be put on a slab, basement or crawl space? _____

8. What is the estimated date of completion on new dwelling? _____

9. Will you be making this your primary residence or using it for a vacation home? _____

OCCUPANCY PERMIT FORM

Marion County, Arkansas

DATE: _____ PERMIT NUMBER: _____

Name of Applicant: _____

Phone: _____

911 Address of Dwelling: _____
Street City/State/Zip

Energy Account Number: _____ of Builder or Resident

Criteria for Issuance:

Sewage Disposal

Meets Requirements of State of Arkansas and Marion County

Signature, County Inspector: _____

Water Supply

Meets Requirements of State of Arkansas and Marion County

Signature, County Inspector: _____

Plumbing Requirements

Meets Requirements of Arkansas State Plumbing Code

Signature, County Inspector: _____

Fire Hazard/Electrical

Conforms to Arkansas Law and National Electrical Code

Signature, County Inspector: _____

Receipt Number of Payment to Marion County Treasurer: _____

Receipt Number from Occupancy Permit Payment to County Treasurer: _____

Date of Payment: _____

Approved: _____

County Judge

ORDINANCE TO CONTROL CONSTRUCTION OR INSTALLATION OF NEW DWELLINGS IN MARION COUNTY BY ENFORCING EXISTING ARKANSAS STATE PLUMBING, ELECTRICAL, SEWER OR SEPTIC AND WATER CODES, BY COUNTY PERMITS AND INSPECTIONS, PAID BY APPLICANT FEES AND ENFORCED BY FINES.

Section One - DEVELOPMENT PERMIT

1. All existing permanent dwellings for single and multi-family dwellings that are currently occupied or under construction at the date of adoption (January 1, 2001) of this ordinance are exempt from this ordinance. Any dwelling already in place or on which excavation has begun at the date of adoption of this ordinance is exempt.

2. After the effective date of this ordinance, no construction or installation shall commence for any new dwelling, including but not limited to, construction housing, manufactured housing, trailers, buses, or any other abode for human habitation on any size tract of land anywhere in Marion County before a **DEVELOPMENT PERMIT** is obtained.

A Development Permit shall be issued upon a minimum payment of \$100.00 to the Marion County Treasurer.

3. Every Development Permit issued hereunder shall expire by limitation and become null and void if construction or installation authorized by permit is not commenced within six (6) months from issuance or if construction or installation authorized is abandoned for a period of six (6) months at any time after construction or installation is commenced. A NEW Development Permit is **REQUIRED** to recommence construction/installation if a permit has expired.

4. Construction or installation of any new dwelling before obtaining a Development Permit shall be a misdemeanor and punishable as provided under Section Three of this Ordinance.

Section Two - OCCUPANCY PERMIT

1. No new dwelling as defined in Section One shall be occupied until an Occupancy Permit has been obtained from the Marion County Clerk's Office and signed by the Marion County Inspector and filed at the Marion County Clerk's Office.

2. It shall be the duty of the permit applicant to prepared the dwelling for inspection before requesting the Marion County Inspector to inspect the dwelling.

3. It shall be the duty of the applicant for an Occupancy Permit or an authorized representative to give notice to the Marion County Inspector's Office when a dwelling is ready for inspection.

4. It shall be the duty of the permit applicant to provide ready access to the dwelling when the requested inspection is made. Inspection to be made within 10 business days of application.

5. **NO** Occupancy Permit shall be issued until the Marion County Inspector has certified:

a. The **PLUMBING** in the dwelling meets the requirement of the Arkansas State Plumbing Code under the State of Arkansas Act 200 of 1951 as amended, and 96 of 1913 as amended pursuant to the revision of 1999.

ORDINANCE OF DEVELOPMENT OCCUPANCY PERMITS

- b. The ELECTRICAL work in the dwelling conforms to the National Electrical Code as provided in the laws of the State of Arkansas.
 - c. The dwelling is connected to a city, county or Certified Sewage System or a Septic System meeting the standards of Marion County Ordinance No. 2002-5 and the State of Arkansas Health and Safety Standards or an alternate sewage disposal system meeting the requirements of the State of Arkansas.
 - d. The dwelling has a Source of potable Water from either a city, county, Certified Water System, well or a spring which Meets the Requirements of the Arkansas State Plumbing Code or an alternate clean water source having a minimum of 1000 gallons of storage capacity which meets the Arkansas State Plumbing code.
6. Issuance of the Occupancy Permit requires a payment by the permit applicant of a minimum payment of \$100.00 to the Marion County Treasurer.
7. Upon issuance of the Occupancy Permit, the dwelling may be occupied. Occupancy of a new dwelling before issuance of an Occupancy Permit shall be a misdemeanor and punishable as provided under Section Three of this ordinance.

Section Three - ENFORCEMENT

1. The office of the County Inspector shall be established. The Inspector shall be hired by the Marion County Judge. The Marion County Judge shall be the direct supervisor of said Inspector. Funds for the office of the County Inspector shall be provided from funds collected by the Marion County Treasurer from the issuance of Development and Occupancy Permits and General funds as needed. It shall be the responsibility of the County Inspector to issue Occupancy Permits, locate violations and report all violations of this ordinance to the Prosecuting Attorney for enforcement.
2. Temporary electrical power shall **not** be provided to a new construction or installation site until a Development Permit has been obtained and filed in the Marion County Judge's Office and a copy of said statement is furnished to the electric company by the applicant.
3. Permanent electrical power shall **not** be provided to a new construction or installation site until an Occupancy Permit has been obtained and filed in the Marion County Judge's Office and a copy of said statement is furnished to the electric company by the applicant.
4. The legal owner of the property on which the dwelling resides, be it individual, company, corporation, partnership or other entity, violating any section of this ordinance shall be deemed guilty of a misdemeanor and upon conviction thereof, shall be fined a minimum of \$200.00 and a maximum of \$500.00 for each violation. Each month the property is found to be in violation shall constitute a separate offence.

Section Four - Severability, Conflict and Exemptions

1. The provisions of the ordinance are hereby declared to be severable. If any section, paragraph, sentence or clause of this ordinance shall be held invalid, the invalidity of such section, paragraph, sentence or clause of this ordinance shall not affect the validity of the remainder of said ordinance.
2. All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.
3. This ordinance shall not apply to property which lies wholly within any city or municipality which has an existing building permit system.