Working together to keep Hot Springs Village beautiful, the Architectural Control Committee (A.C.C.) and Community overall appreciate that any alterations and/or additions to your existing property are aesthetically pleasing.

Any alterations or changes including construction, alteration, repair, demolishing and/or changes to the occupancy of a building, as well as, any installation, erection, enlargement, alteration, repair, movement, conversion and/or replacement of any electrical, gas, mechanical or plumbing system needs a permit before starting; (required by the Arkansas Fire Prevention Code Volume III). Gravel driveways are not allowed. Asphalt or concrete driveways must be installed on any garage or storage building with access to street. This provision applies to permanent improvements to homes, requiring new foundations such as carports, garages, additional rooms, porches, decks, patios, or driveways. 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 feel very strongly that this procedure is for the protection of and in the best interest of every homeowner. Please submit your application along with the As-Built Survey to Permitting and Inspections.

Permits are valid for (6) six-months from the date of issue. There will be a re-filing fee for expired permits.

It is the responsibility of the owner and/or contractor to request inspections, call 501.922.5562.

**Alterations and/or Additions Check List:**

1. Signed application
2. Front and side views of additions showing new work and existing structure
3. As-Built survey
4. Plot plan showing alterations or additions as well as the location of the POA sewer tank
5. Contractor’s Information and License

**As-Built Survey** (scale 1” = 20 ft):

This survey is conducted by a Registered Land Surveyor to re-establish the principle controlling points and to locate by dimension the position of all existing structures, additions and/or improvements on the property. All sub-contractors must display their signs and identification as required by each code (NEC, Mechanical Code, & Plumbing Code).
Alterations and/or Additions Procedure (cont.)

Electrical:
All electrical work must be in accordance with the current National Electrical Code. Wiring personnel must be licensed by the State of Arkansas as a master, journeyman, or apprentice. To help insure accordance, our Permitting & Inspections Department has restricted wire size to a minimum of 12 gauge.

HVAC/R:
All HVAC Systems must be in accordance with the current Arkansas Mechanical Code. HVAC personnel must be licensed by the State of Arkansas as a registrant, or hold a Class A, B, C, D, E, or L license.

Plumbing:
All plumbing work must be in accordance with the current Arkansas Plumbing Code. Plumbing personnel must be licensed by the State of Arkansas as a master, journeyman, or apprentice.

Storm Shelters / Safe Room:
All permit applications must include a copy of the Producer/Installer’s Certification indicating compliance with FEMA codes P-320 and P-361, ICC/NSSA-500, and as-built survey and physical dimensions of the shelter or safe room. Shelters installed or constructed outside the residence must be in the rear or side yard, provided it is not visible from the street and it shall be painted to match residence. At the discretion of the A.C.C., other locations may be considered on a case by case basis.


In ground storm shelters must meet F.E.M.A.’s design requirements. This is based on criteria listed in F.E.M.A. Publication dated August 2008. A letter from the manufacture stating that his storm shelters meet these requirements must accompany the permit application.

After completions of a storm shelter or safe room the location must be registered with the Hot Springs Village Police Department.

Variances: For structures only a thirty (30) day notice will be given to anyone within one hundred and fifty (150) feet around the project before the A.C.C. will give approval or denial. The notice requirement will be at the discretion of the A.C.C.

Disclaimer: No warranty is made or implied to any individual property owner that the actions of the A.C.C. 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.

Administration Fines: Fines may be imposed by the Hot Springs Village P.O.A. for failure to obtain the proper permit (prior to any work being performed) of $150.00 for any single incident infraction with a $25.00 per day fine for ongoing infractions.

Revised 4-14-2014