



Arkansas Department of Health

4815 West Markham Street • Little Rock, Arkansas 72205-3867 • Telephone (501) 661-2000
Governor Asa Hutchinson
José R. Romero, MD, Secretary of Health

PLAN REVIEW PROCESS - HEALTH FACILITY SERVICES

Construction plans and documentation for review must clearly demonstrate compliance with applicable sections of the Arkansas Rules and Regulations for Hospitals and Related Institutions in Arkansas 2021. The Regulations are accessible at the following links:

Hospitals and Related Institutions (See Section 46: Physical Facilities)

https://www.healthy.arkansas.gov/images/uploads/rules/1SoS_2021_Final_Hospital_Rules.pdf

Critical Access Hospitals (See Section 43: Physical Facilities)

https://www.healthy.arkansas.gov/images/uploads/rules/SoS_2021_Final_CAH_Rules.pdf

Preliminary Submittal: The following items shall be submitted to Health Facility Services (HFS) for approval prior to beginning construction:

1. **Preliminary Plans** (Section 47.J for Hospitals and Related Institutions, Section 43.J for Critical Access Hospitals): Preliminary plans shall include floor plans, Life Safety plans, building sections, site plan, horizontal and vertical space diagrams, and shall indicate the intended use of each space and dimensions of all rooms and corridors
 - a. **Self-Certification:** Any construction plan may be submitted for self-certification in order to expedite the Approval to Begin Construction. HFS reserves the right to decline or revoke self-certification status at any time. The self- certification application can be found [at this link](#)
2. **Functional Narrative:** A description of the scope of work to be completed and proposed construction timeline
3. **Cost Estimate Worksheet:** The cost estimate worksheet can be found [at this link](#).
4. **Check (Fee):** The one-time plan review fee shall be paid at the time of preliminary submittal and covers both Health Facility Services (HFS) Plan Review and Protective Health Codes Plumbing Division Plan Review. Information regarding the fee amount is detailed on the Cost Estimate Worksheet
 - a. **Plumbing Review Requirement:** If the project has a plumbing component, submit electronic plumbing plans and plumbing application for internal water and sewer design to Josh.Hazlewood@arkansas.gov

Please send all project documentation to: Jay.Joiner@arkansas.gov and Jeremy.Duncan@arkansas.gov

Please mail checks to the following address:

Arkansas Department of Health
Health Facility Services
Freeway Medical Building
5800 West 10th St., Suite 400
Little Rock, AR 72204

Approval to Begin Construction (Section 47.K.6.h for Hospitals and Related Institutions, Section 43.K.6.h for Critical Access Hospitals): Facilities may begin construction projects after receiving a letter from HFS stating that preliminary documents have been received and approved.

Note: Project approval by HFS is required before construction begins. Projects approved for self-certification will still receive an Approval to Begin Construction letter. Any facility failing to obtain proper approval prior to construction does so at their own risk (Section 4.L.1). Furthermore, compliance with the Rules and Regulations and/or other applicable Codes is always required unless an “Interpretations of Requirements” exception is approved (Section 47.P for Hospitals and Related Institutions; Section 43.P for Critical Access Hospitals).

Final Construction Submittal: (Section 47.K for Hospitals and Related Institutions; 43.K for Critical Access Hospitals) Final construction documents shall be submitted to HFS at the end of construction and shall include the following:

1. One complete set of As-Built construction drawings and specifications
2. Project information including the project’s name, address, date submitted, and contact information for the Architect and Engineer of Record

Occupancy Approval (Section 47.M for Hospitals and Related Institutions, Section 43.M for Critical Access Hospitals)

1. A request to schedule an on-site Final Site Inspection shall be made to HFS by the Architect or Engineer of Record. Some projects may be eligible for remote inspection using photos or videos in place of an on-site walkthrough
2. Documentation related to the Table 5 Final Occupancy Inspection Check List (Section 84 for Hospitals and Related Institutions; Appendix 5-1 for Critical Access Hospitals) shall be provided upon physical inspection but is preferred in advance of the visit. The documentation should be organized and tabbed to reference each required item. Electronic documents are preferred
3. An Occupancy Approval letter will be provided by HFS after receiving all Table 5 documentation and completing the Final Site Inspection