



# Arkansas Department of Health

5800 West Tenth St. Suite 400 • Little Rock, Arkansas 72204 • Telephone (501) 661-2201

Governor Sarah Huckabee Sanders

Renee Mallory, RN, BSN, Secretary of Health

Jennifer Dillaha, MD, Director

## **PLAN REVIEW PROCESS - HEALTH FACILITY SERVICES**

Construction plans and documentation for review must clearly demonstrate compliance with applicable sections of the Rules 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) can be found [here](#).

**Critical Access Hospitals** (See Section 43: Physical Facilities) can be found [here](#).

Preliminary construction plans shall be submitted to Health Facility Services (HFS) for review in accordance with Section 47.J for Hospitals and Related Institutions and Section 43.J for Critical Access Hospitals, along with each of the items listed below. Final construction documents shall be submitted to HFS for review and approval prior to beginning construction. **All documentation including construction plans/documents, self-certification requests, functional narratives, cost estimates, and checks need to be submitted directly to Health facility service engineers via email as we do not utilize the online portal.**

**\*\*Please send all project documentation and preliminary plans to:**

**[Markeem.Thomas@arkansas.gov](mailto:Markeem.Thomas@arkansas.gov) or [Taylor.Willis@arkansas.gov](mailto:Taylor.Willis@arkansas.gov)**

1. **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 shall be submitted
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](mailto:Josh.Hazlewood@arkansas.gov)

Please mail checks to the following address:

Arkansas Department of Health  
Health Facility Services  
Freeway Medical Building  
5800 West 10<sup>th</sup> Street  
Suite 400  
Little Rock, AR 72204

**Preliminary Review** HFS will review preliminary construction plans and forward a written response with comments to the facility. Preliminary construction plans submitted to HFS for review shall be in accordance with Section 47.J for Hospitals and Related Institutions and Section 43.J for Critical Access Hospitals.

**Approval to Begin Construction** (Section 47.K.6.h for Hospitals and Related Institutions, Section 43.K.6.h for Critical Access Hospitals): Final construction documents shall be submitted to HFS for review prior to beginning construction. HFS shall have at least 6 weeks to review final construction documents. Facilities may begin construction projects after receiving a letter from HFS stating that final construction 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).

**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