



Planning & Zoning Department

Commercial Help Sheet

To complete the commercial application process:

- 1) Please go to www.jonesboro.org, scroll down the page and on the left side of the screen click on “Apply for Permit.”
- 2) You will then set up an account and complete an application.
A.) During the application there is a question about building type; just select “1” as we no longer look at this.
- 3) Once you click submit, you will receive an email prompting you to upload your plans. Uploads must be in PDF format.
- 4) Once the plans are uploaded, they will be reviewed by a combination of the Planning, Engineering, and Inspections departments depending on the nature of the project.
- 5) After being reviewed, the system will either kick the project back to you for revision and resubmittal or you will receive an email with instructions on how to pay for your permit.

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