

**CITY OF GOSHEN, ARKANSAS**

**INSPECTION DIVISION**

Phone: 479-442-9128

Email: [cityhall@cityofgoshenar.net](mailto:cityhall@cityofgoshenar.net)

Web: [www.cityofgoshenar.net](http://www.cityofgoshenar.net)

**City of Goshen  
Instructions for Residential Permit Application**

Why do you need a building permit?

Your home is a large investment, and if your construction project does not comply with the codes adopted by our community, the value of your investment could be reduced. Your permit allows the code official to protect you and your neighbors by reducing the potential hazards of unsafe construction and helping to protect public health, safety and welfare.

By following code guidelines, the completed project will meet minimum standards of safety and will be less likely to cause injury to you, your family, your friends, or future owners.

Permits are usually required for the following: New buildings, additions (bathrooms, family rooms etc.), residential projects (decks, garages, fences, fireplaces, pool, water heaters, etc.), renovations, (garage conversions, basement furnishings, kitchen expansions, reroofing, etc.), or work involving electrical, plumbing, or HVAC (heating, ventilating, and air-conditioning systems).

**Submittals for permit:**

1. Complete **Building Permit Application** forms on page 2. **Include septic system design approval from the Washington County Health Department.**
2. Complete **Owner/Builder Affidavit** on page 3.
3. If building is new or the footprint of existing building is to be enlarged, submit a **Site Plan** stamped by a registered land surveyor or civil engineer as described on page 4.
4. Submit a **Floor Plan** as described on page 5.
5. Please see the types of proposed outdoor lighting fixtures that meet the **Goshen Lighting Ordinance 107** as explained on pages 6 and 7.
6. See **Required Building Inspections** list on page 8.

**Note:**

Other permits that may be required include driveway, gas, electric, plumbing, utility/RW and any other applicable permit for the work.

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**BUILDING PERMIT APPLICATION**

Building Permit #: \_\_\_\_\_

A DUMPSTER & PORTA POTTY ARE REQUIRED AT ALL CONSTRUCTION SITES. BURNING OF CONSTRUCTION MATERIAL IS PROHIBITED. CONTACT THE GOSHEN FIRE DEPT FOR ALL OTHER BURN PERMITS.

SITE ADDRESS: \_\_\_\_\_ ZONE: \_\_\_\_\_

LOT NUMBER AND SUBDIVISION: \_\_\_\_\_

Property Owner: \_\_\_\_\_ Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Contractor: \_\_\_\_\_ Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Contractor's License Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Architect: \_\_\_\_\_ Mailing Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Engineer: \_\_\_\_\_ Mailing Address: \_\_\_\_\_ Phone: \_\_\_\_\_

TYPE: Residential: \_\_\_\_\_ Commercial: \_\_\_\_\_ Other: \_\_\_\_\_

CLASS OF WORK: New: \_\_\_\_\_ Addition: \_\_\_\_\_ Alteration: \_\_\_\_\_ Repair: \_\_\_\_\_ Move: \_\_\_\_\_ Demolition: \_\_\_\_\_

**BUILDING INFORMATION**

# of Stories: \_\_\_\_\_ Sum Total Area: \_\_\_\_\_ sq. ft. Slab Floor: \_\_\_\_\_ Yes \_\_\_\_\_ No

Height: \_\_\_\_\_ Total Heated/Cooled: \_\_\_\_\_ sq. ft. Basement: \_\_\_\_\_ sq. ft.

Length: \_\_\_\_\_ Total Unheated: \_\_\_\_\_ sq. Ft. Add/Alt Area: \_\_\_\_\_ sq. ft.

Width: \_\_\_\_\_ Structure: \_\_\_\_\_ Wood: \_\_\_\_\_ Metal: \_\_\_\_\_ Masonry: \_\_\_\_\_ Other: \_\_\_\_\_

TOTAL ESTIMATED VALUATION: \$ \_\_\_\_\_

Is a retaining wall to be constructed: \_\_\_ Yes \_\_\_ No Will an automatic sprinkler system be provided? \_\_\_ Yes \_\_\_ No

Flood Plain? \_\_\_ Yes \_\_\_ No Base Flood Elevation: \_\_\_\_\_ Lowest Finished Floor: \_\_\_\_\_

Washington County Septic Approval Number: \_\_\_\_\_ New Residential Driveway: \_\_\_ Yes \_\_\_ No

Attach copy of approval form

**NOTICE**

SEPARATE PERMITS ARE REQUIRED FOR ELECTRICAL, PLUMBING, GAS, AND MECHANICAL. THIS PERMIT BECOMES NULL AND VOID IF WORK/CONSTRUCTION AUTHORIZED IS NOT COMMENCED WITHIN SIX (6) MONTHS OR IF WORK/CONSTRUCTION IS SUSPENDED OR ABANDONED FOR A PERIOD OF SIX (6) MONTHS.

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of law and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

Signature of Property Owner/Contractor/Authorized Agent \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

Signature of Inspection Division, City of Goshen \_\_\_\_\_ Date \_\_\_\_\_

|   |
|---|
| <b>OFFICE USE ONLY</b>                    |
| \$ _____<br>Inspection Division Valuation |
| \$ _____<br>Building Permit Fee           |

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PLAN REVIEW #:

**CERTIFICATE OF ZONING COMPLIANCE**

ALL WORK MUST MEET WITH CITY OF GOSHEN CODES AND ORDINANCES.  
SITE PLANS MUST BE SUBMITTED IN DUPLICATE WITH THIS APPLICATION.

APPLICANT'S NAME: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
OWNER'S NAME: \_\_\_\_\_ ADDRESS: \_\_\_\_\_  
SITE LOCATION: \_\_\_\_\_ ZONE: \_\_\_\_\_  
(STREET ADDRESS)

LOT NUMBER AND SUBDIVISION: \_\_\_\_\_  
(OR LEGAL DESCRIPTION)

LOT AREA: \_\_\_\_\_ SETBACKS: FRONT \_\_\_\_\_ REAR \_\_\_\_\_ SIDE \_\_\_\_\_  
PROPOSED USE: \_\_\_\_\_  
ACCESSORY USE: \_\_\_\_\_ LOT COVERAGE: \_\_\_\_\_  
OFF-STREET PARKING SPACES PROVIDED: \_\_\_\_\_ LOADING SPACE: \_\_\_\_\_  
SIGNAGE: \_\_\_\_\_  
(NUMBER, SIZE, TYPE, LOCATION, ETC.)

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
DATE

PLANNING COMMISSION APPROVAL REQUIRED: \_\_\_\_ YES \_\_\_\_ NO

CORRECTION LIST: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_ APPROVED \_\_\_\_ DENIED

\_\_\_\_ APPROVED \_\_\_\_ NO

\_\_\_\_\_  
Date: \_\_\_\_\_  
Planning Commission, if applicable

\_\_\_\_\_  
Date: \_\_\_\_\_  
Zoning Official

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**OWNER/BUILDER AFFIDAVIT**

Arkansas State law requires an Arkansas State Residential License for certain residential buildings.

A property owner who acts as a residential building contractor for the purpose of constructing his/her own residence is not required to be licensed unless said person constructs more than one (1) residence per calendar year.

PROPERTY ADDRESS: \_\_\_\_\_

Now, on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, I, \_\_\_\_\_,  
(Please print your name)

declare that I am applying for a building permit for the above described property; that I will be responsible for performing the work and meeting the requirements of all codes, ordinances, and laws; that I am the owner of the above described property; that I am the occupant of the property; and that the use of the property is by the owner as a single family residence. Therefore, I am not required to have an Arkansas State Residential License.

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

NOTE: Arkansas law now requires a residential builder (which includes a project manager or a construction manager) to have a Residential License to build one residence.

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## **RESIDENTIAL SITE PLAN REQUIREMENTS**

Site plans must be drawn to one of the following conventional scales **by registered surveyor or civil engineer**. Submit two hard copies in engineer's scale (1"=10', 1/2"=20', etc.) or architect's scale (1/8"=1', 1/4"=1', etc.).

**For clarity, Site Plans of large properties may have to be in two parts – one Site Plan for the entire property and one Site Plan for the immediate location of the structure to be built or remodeled. Site plans which are not legible or do not scale properly when reviewed may not be accepted.**

### **Site plans must show the following:**

- Street Address and applicable Zone
- Subdivision Name and Lot Number (if applicable)
- Lot boundaries with dimensions of all existing and proposed structures or additions
- Street Rights-of-way -measured from centerline of street
- Required Zoning Setbacks
- Proposed Setbacks -measured from roof overhangs
- Utility easements and all existing and proposed utility locations
- Location of overhead or underground electrical Lines
- Direction of drainage from impervious surfaces and any altered water flows
- Access Easements
- Access Drives
- Sidewalks
- Driveways and curb cuts
- Location of porta-potty, dumpster and concrete washout
- Floodplain Limits
- Streamside Protection Zones

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**RESIDENTIAL FLOOR PLAN REQUIREMENTS**

Submit one (1) copy of a Floor Plan at scale of ¼" per foot minimum. Identify the names of all rooms and dimensions on the Floor Plan and fill in form below:

Address: \_\_\_\_\_

Overall Building Area: \_\_\_\_\_

Electric Meter and Main Disconnect Location: \_\_\_\_\_

Electric Panel Location: \_\_\_\_\_

Furnace Location: \_\_\_\_\_

Exterior AC Unit Location: \_\_\_\_\_

Water Heater Location and fuel type \_\_\_\_\_

Fireplaces: \_\_\_ Gas \_\_\_ Wood \_\_\_ N/A

Interior Stairs: Tread width \_\_\_\_\_ Riser Height \_\_\_\_\_

Entry Steps: Tread width \_\_\_\_\_ Riser Height \_\_\_\_\_

Handrails Height: \_\_\_\_\_ inches Guardrails Height: \_\_\_\_\_ inches

Egress Windows Size and Location: \_\_\_\_\_

Attic Access Location and Size: \_\_\_\_\_

Garage Door Header Size, material and length: \_\_\_\_\_

Include any decks, porches or patios, where proposed. \_\_\_\_\_

Insulation value for Floor R-\_\_\_\_ Walls R-\_\_\_\_ Ceiling R-\_\_\_\_

*Separate plumbing, electrical, mechanical, gas and/or grading permits may be required.*

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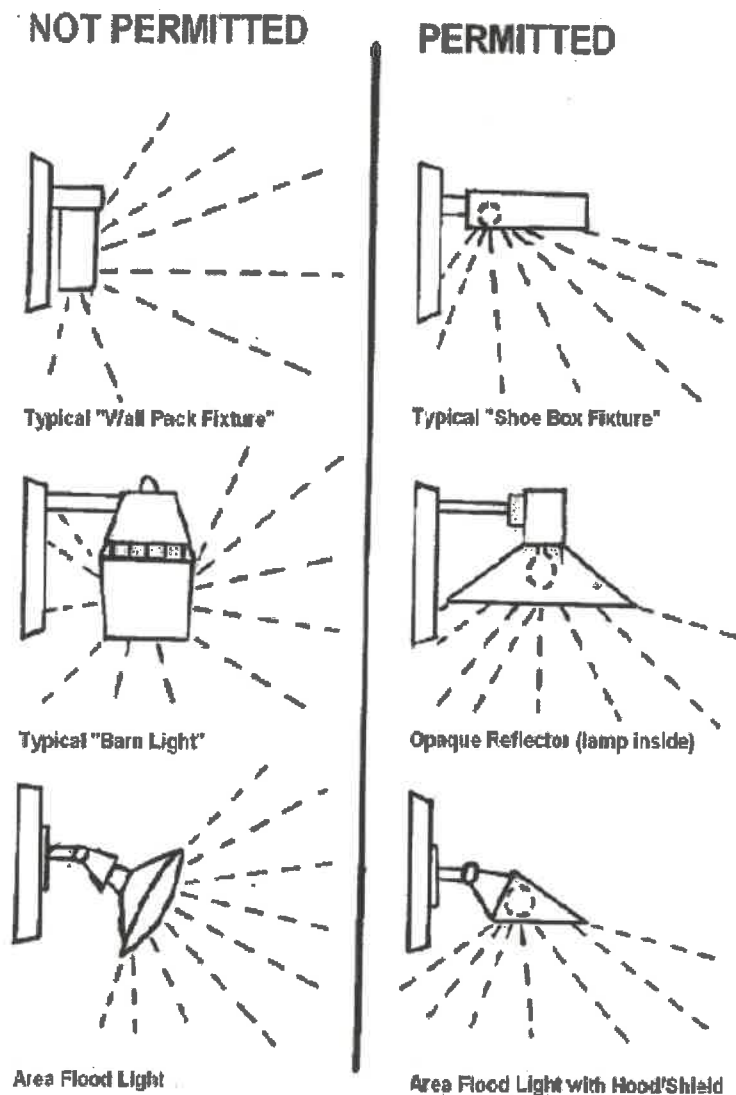
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The City of Goshen, Arkansas, in an effort to maintain our rural flavor, has an Outdoor Lighting Ordinance (107). The intent is to promote use of shielded light fixtures that direct light downward to minimize light pollution and enhance the enjoyment of our night sky. An important benefit of directing light downward only on the area where illumination is needed is to keep it within your property boundaries and to avoid light trespass onto your neighbor's property and unintended glare.

To further minimize harmful effects of light pollution, use bulbs with a warm color temperature of 3000K or less (shown on bulb package). If you would like to learn more about this and other outdoor lighting topics, visit [www.darksky.org](http://www.darksky.org).

**Your neighbors thank you for your help and compliance as we 'share the stars' of Goshen.**



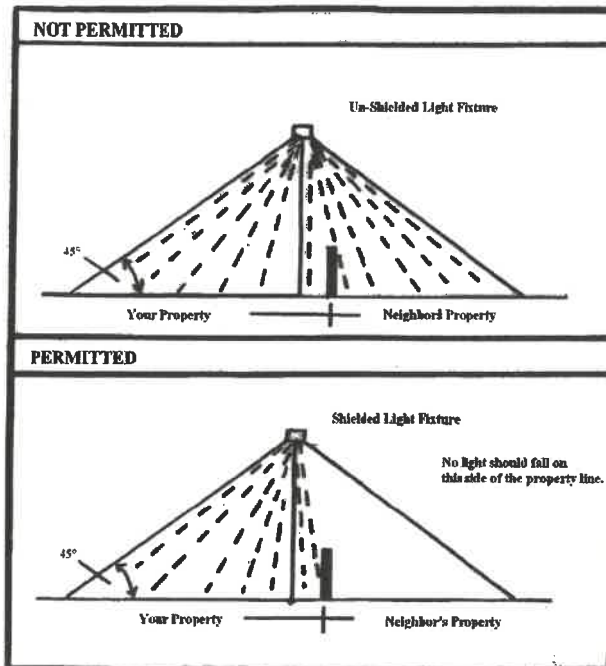
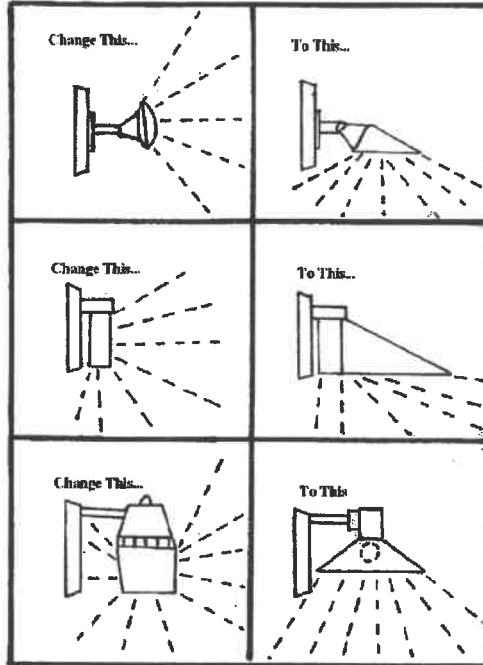
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**MODIFYING EXISTING FIXTURES**





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**REQUIRED BUILDING INSPECTIONS**

**BUILDING**

1. FOOTING
2. FOUNDATION WALLS
3. SLAB
4. FRAMING\*
5. INSULATION\*/FINAL

**PLUMBING**

Contact the City of Fayetteville  
or water service provider

**MECHANICAL**

1. IN/UNDER SLAB
2. ROUGH-IN and/or\*
3. FINAL

**ELECTRICAL**

1. TEMPORARY CONSTRUCTION METER
2. UNDERGROUND
3. IN/UNDER CONCRETE
4. ROUGH-IN\*
5. FINAL

**GAS**

Under Construction, Contact Building  
Official for further information.  
Goshen is now providing all natural gas  
inspections excluding propane

**PUBLIC SIDEWALK/DRIVE APPROACH**

1. INSPECTION REQUIRED BEFORE  
CONCRETE POURED
2. FINAL

\* **DUMPSTER & Porta Potty required at each job site.**

**ORDER OF BUILDING INSPECTIONS:**

- (1) Electrical-Temporary Construction Meter
- (2) Building-Footing
- (3) Building-Foundation walls (Basements)
- (4) Building-Slab; Mechanical-In/Under Slab; Electrical-In/Under Concrete
- (5) Building-Framing; Mechanical-Rough-in; Electrical-Rough-in, including Underground, Gas
- (6) Insulation
- (7) Final in all areas and insulation

*NOTE: There will be a \$20.00 fee for all re-inspections. All re-inspection fees must be paid at City Hall, 124 S. Church St, prior to re-inspection. Separate fees will be charged for each trade involved.*

**SITE DRAINAGE, DRIVEWAY, CURB CUT, AND SIDEWALL SHALL BE COMPLETE AND WILL BE INSPECTED ON FINAL INSPECTION. DRIVEWAYS MUST BE INSPECTED PRIOR TO POUR; @) MIN SETBACK REQUIRED AT APRON FOR a DEPTH OF 15 feet.**

MAILBOX SUPPORTS SHALL NOT INTERFERE WITH REQUIRED SIDEWALK DEPTH.

Inspections will be made by the Inspection Division as required to ensure all requirements are completed and building and site improvements conform to codes, ordinances, and laws before Certificate of Occupancy is executed and issued.