



124 N Church St  
PO Box 07  
Goshen, AR 72735  
Phone: (479) 442-9128 X 1  
[Llawson@cityofgoshenar.net](mailto:Llawson@cityofgoshenar.net)

## COMMERCIAL BUILDING PERMIT

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

OWNER NAME: \_\_\_\_\_ OWNER PHONE: \_\_\_\_\_

OWNER ADDRESS: \_\_\_\_\_

ARCHITECT NAME: \_\_\_\_\_ ARCHITECT PHONE NO: \_\_\_\_\_

ARCHITECT ADDRESS: \_\_\_\_\_

ENGINEER NAME: \_\_\_\_\_ ENGINEER PHONE NO: \_\_\_\_\_

ENGINEER ADDRESS: \_\_\_\_\_

CONTRACTOR NAME: \_\_\_\_\_ EMAIL: \_\_\_\_\_

CONTRACTOR ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ LICENSE: \_\_\_\_\_ EXP DATE: \_\_\_\_\_

DOES GRADING ENSURE WATERFLOW NOT DISTURB OTHER PROPERTIES: YES OR NO

NUMBER OF STORIES: \_\_\_\_\_ NUMBER OF UNITS: \_\_\_\_\_ NUMBER OF ACRES: \_\_\_\_\_

TYPE OF CONSTRUCTION: \_\_\_\_\_ MAX OCCUPANCY: \_\_\_\_\_

TYPE OF BUSINESS: \_\_\_\_\_

CIRCLE ONE: NEW ADDITION ALTERATIONS REPAIR OTHER

EXPLAIN OTHER: \_\_\_\_\_

STRUCTURE DEPTH: \_\_\_\_\_ STRUCTURE WIDTH: \_\_\_\_\_

HEATED SQFT: \_\_\_\_\_ UNHEATED SQFT: \_\_\_\_\_ TOTAL SQFT: \_\_\_\_\_

SETBACKS: FRONT: \_\_\_\_\_ REAR: \_\_\_\_\_ LEFT: \_\_\_\_\_ RIGHT: \_\_\_\_\_

SPRINKLER SYSTEM: \_\_\_\_\_ FIRE ALARM: YES OR NO

ALARM COMPANY: \_\_\_\_\_ ALARM COMPANY PHONE: \_\_\_\_\_

INTERIOR STAIRS: TREAD WIDTH: \_\_\_\_\_ RISER HEIGHT: \_\_\_\_\_



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ENTRY STEPS: TREAD WIDTH: \_\_\_\_\_ RISER HEIGHT: \_\_\_\_\_

HANDRIAL HEIGHT: \_\_\_\_\_ INCHES GUARDRAIL HEIGHT: \_\_\_\_\_ INCHES

EGRESS WINDOW SIZE AND LOCATION: \_\_\_\_\_

ATTIC ACCESS LOCATION AND SIZE: \_\_\_\_\_

GARAGE DOOR HEADER SIZE, MATERIAL, LENGTH: \_\_\_\_\_

INCLUDE ANY DECKS, PORCHES OR PATIOS (TYPE AND LOCATION): \_\_\_\_\_

INSULATION: SLAB: R-\_\_\_\_\_ FLOOR: R-\_\_\_\_\_ WALLS: R-\_\_\_\_\_ CEILING: R-\_\_\_\_\_

WILL FLAMMABLE MATERIAL BE KEPT ON SITE (EXPLAIN IF YES): \_\_\_\_\_

WASHINGTON COUNTY SEPTIC APPROVAL NUMBER: \_\_\_\_\_

**\*\*ATTACH COPY OF APPROVAL FORM\*\***

**\*\*\*SUB-CONTRACTOR INFORMATION: NOTE A PERMIT IS REQUIRED FOR EACH\*\*\***

**SUB-CONTRACTOR INFORMATION:**

ELECTRICIAN: \_\_\_\_\_

ELECTRICIAN PHONE NUMBER: \_\_\_\_\_

PLUMBER: \_\_\_\_\_

PLUMBER PHONE NUMBER: \_\_\_\_\_

HVAC: \_\_\_\_\_

HVAC PHONE NUMBER: \_\_\_\_\_

**APPLICANT: I, THE UNDERSIGNED APPLICANT, DO HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS APPLICATION AND KNOW THE SAME TO BE TRUE AND CORRECT; AND THAT I HAVE THE AUTHORITY TO MAKE THIS APPLICATION. ALL PROVISIONS OF LAW AND ORDINANCES GOVERNING THIS TYPE OF WORK WILL BE COMPILED 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 FEDERAL, STATE OR LOCAL LAW.**

**Total Valuation:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



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## **COMMERCIAL BUILDING REQUIREMENTS**

### **REQUIRED PLAN REVIEW**

All building and site plans submitted with a permit application must be reviewed and approved by multiple entities before a permit can be issued. These include the Zoning Official, the Building Official, the Fire Department Inspector, and a third-party engineering firm or licensed engineer designated by the city. Each review is required to ensure the proposed construction complies with applicable zoning regulations, building codes, fire safety standards, and structural requirements. Approval from all reviewing parties must be obtained prior to the issuance of any building permit.

### **REQUIRED DOCUMENTS**

For a commercial building permit application, you must submit a PDF of the building plans and the site plans. Contractors are required to provide proof of current licensing and general liability insurance. Additionally, a septic tank inspection approval letter from the Washington County Health Department, per Arkansas Law Act 402, is required. All forms must be uploaded to Goshen's permit portal, including the original paper permit for record retention. If the property is within a Property Owner's Association (POA), a signed letter of approval from the POA board representative on record with the City must also be included. A Certificate of Zoning Compliance must be signed before a permit is issued. For commercial buildings, a licensed contractor must be hired to perform the construction. Applicants are also required to submit drainage plans, architectural plans, construction plans, septic system design plans, detailed site plans, and lighting plans. If a sign is proposed, the location, dimensions, and type of sign must be submitted for review. A separate sign permit application and fee is not required if the sign is installed prior to the issuance of the Certificate of Occupancy.

### **PRECONSTRUCTION MEETING REQUIREMENT**

A preconstruction meeting is required before beginning any construction project. This meeting ensures that all parties are informed of the project scope, timeline, and compliance obligations. Persons who must attend include the Zoning Official, Building Official, Fire Department Inspector, Third-Party Engineering Representative, Contractor, Architect, and Contracted Engineer. All expectations will be clarified to prevent delays or miscommunication. Attendance and agreement at this meeting are mandatory before construction may proceed.

### **LOCATION OF STRUCTURE ON SITE**

The submitted structure must be built according to the approved site plan, fully complying with Goshen Zoning Ordinance setback requirements and avoiding any encroachment on public easements. While the City's Building Official will inspect the footings for code compliance, the Zoning Official must be contacted prior to footing excavation to verify that all setback requirements are met. Inspections by the Building Official focus solely on building code compliance and do not confirm correct structure placement. Therefore, it is the sole responsibility of the property owner or contractor—verified by a boundary survey if necessary—to ensure the structure's location matches the approved site plan, complies with all setbacks, and does not encroach on any public utility easements.

### **SIGN REQUIREMENTS**

All signs must comply with city codes and ordinances, including specific requirements for size, location, lighting, and design. If a sign is not installed prior to the issuance of the Certificate of Occupancy, a separate sign permit must be obtained. Sign permits require submission of detailed plans and specifications for review and approval, are subject to applicable fees, and may also require contractor licensing verification and proof of liability insurance before approval.

### **CERTIFICATE OF OCCUPANCY**

No building or part of a building shall be occupied until after a certificate of occupancy has been issued. Said certificate shall not be issued until all required inspections have been approved, in addition to compliance with all technical codes, ordinances and other applicable laws. **YOU ARE HEREBY ADVISED THAT UTILITIES WILL BE DISCONNECTED IF A BUILDING OR PORTION OF A BUILDING IS OCCUPIED PRIOR TO A CERTIFICATE OF OCCUPANCY BEING ISSUED.**



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### **TRASH CONTAINMENT**

Each construction site must have a trash facility of at least 5 cubic yards, with larger containers (up to 40 cubic yards) required if overflow occurs. If any trash from a construction site is blown or by force of nature is deposited outside of the construction site, it is the responsibility of the owner/contractor to remove this debris/trash from any surrounding property and deposit into the construction site trash facility. **INSPECTIONS WILL NOT BE DONE WITHOUT TRASH CONTAINMENT.**

### **RESTROOM/TOILET FACILITIES**

Each Construction site must have a minimum of one toilet facility per 10 workers onsite at a given time. Portable toilet facilities must be maintained in a clean manner and exchanged or cleaned to avoid any overflow of waste. **INSPECTIONS WILL NOT BE DONE WITH OUT A TOILET FACILITY ON SITE.**

### **PERMIT CARDS/BOXES**

Each Construction site must post the permit Card/Box within visible sight of the street for which it is addressed. Unless it is a suite in the existing building in which case it is to be posted at the entrance to the permitted suite. Permits **must** remain posted until a certificate of occupancy is issued. **INSPECTIONS WILL NOT BE DONE IF PERMIT IS NOT PROPERLY POSTED.**

**THE ZONING OFFICIAL OR BUILDING OFFICIAL MAY STOP WORK ON ANY CONSTRUCTION SITE IF REQUIREMENTS ARE NOT MET AND COULD RESULT IN A \$250.00 FEE FOR EACH DAY UNTIL RECTIFIED.**

I HEREBY FULLY UNDERSTAND AND AGREE TO COMPLY WITH THE ABOVE-MENTIONED REQUIREMENTS. I understand that a failure to turn in all documents required will delay the approval process and is no fault of the City of Goshen or the Building and Zoning Officials. Building permits become null and void if work or construction authorized herein is not commenced within 6 months or is suspended or abandoned for 6 months after work is started.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



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## PRECONSTRUCTION MEETING

THE SIGNATURES BELOW SERVE AS CONFIRMATION THAT THE PRE-CONSTRUCTION MEETING HAS BEEN CONDUCTED AND THAT ALL PARTIES ARE IN AGREEMENT ON THE APPROVED PLANS, PROJECT TIMELINE, AND RESPONSIBILITIES. BY SIGNING, EACH PARTY ACKNOWLEDGES THAT THE PROJECT COMPLIES WITH ALL APPLICABLE CITY ORDINANCES AND CODES, AND THAT ANY FUTURE CHANGES TO THE PLANS OR SCHEDULE WILL BE SUBMITTED TO THE ZONING OFFICIAL BY THE CONTRACTOR AS SOON AS POSSIBLE TO ENSURE PROPER DOCUMENTATION AND CONTINUED COMPLIANCE.

GOSHEN BUILDING OFFICIAL: \_\_\_\_\_

DATE: \_\_\_\_\_

ZONING OFFICIAL: \_\_\_\_\_

DATE: \_\_\_\_\_

FIRE DEPARTMENT INSPECTOR: \_\_\_\_\_

DATE: \_\_\_\_\_

CITY ENGINEER REPRESENTATIVE: \_\_\_\_\_

DATE: \_\_\_\_\_

CONTRACTOR: \_\_\_\_\_

DATE: \_\_\_\_\_

ARCHITECT: \_\_\_\_\_

DATE: \_\_\_\_\_

CONTRACTED ENGINEER: \_\_\_\_\_

DATE: \_\_\_\_\_

OWNER: \_\_\_\_\_

DATE: \_\_\_\_\_