

CITY OF GOSHEN BUILDING INSPECTION DEPARTMENT

PERMITTING PROCEDURES

JOE BENSON, MAYOR-----841-1099,
BUILDING OFFICIAL-----841-0919
TERRIE GRAHAM, SECRETARY-----442-9128

The Building Inspection Department is located in the City Hall Building adjacent to the Goshen Volunteer Fire Department, 124 S. Church Street, at the south end of the building.

A PERMIT APPLICATION IS REQUIRED TO CONSTRUCT, ENLARGE, ALTER, REPAIR, MOVE, DEMOLISH, OR CHANGE THE OCCUPANCY OF A BUILDING OR PART OF A BUILDING; AND FOR RETAINING WALLS OVER 4 FT HIGH. PROJECTS EXEMPT FROM A BUILDING ARE STRUCTURES < 400 SQUARE FEET, AND COSTING LESS THAN \$3500.00. ELECTRIC, GAS, PLUMBING AND HVAC PERMITS ARE REQUIRED AS APPLICABLE.

A. BUILDING PERMIT REVIEW REQUIREMENTS

1. Complete (with signatures, as indicated) a Building Permit Application must be submitted to the Building Official or Secretary at City Hall for review. Applications can be obtained from the Building Safety Division or on-line at <http://www.cityofgoshen.net/> Look under "Planning and Development". It is the applicant's responsibility to obtain a 911 address prior to submitting the application.
2. Include with the permit application 4 copies of the site plan (1 drawn to scale and 3 copies on 8 ½ X 11 sheets) with street address, lot, block, and subdivision. The site plan shall indicate lot boundaries with dimensions, utility and drainage easements, floodplain elevation certification, street right of ways, sidewalks, driveways, curb cuts, the proposed building set-backs and minimum set-back requirements, existing buildings and landmarks, and accessibility details. See the City of Goshen website for detailed site plan and/ or survey requirements. As of May 15, 2007, a Manual N or J must also be submitted with the building or hvac application. **Surface and underground drainage shall be shown as required by the Building Official or as on the approved final plat if in a subdivision.**
 - a. All site drawings and all commercial buildings for review shall indicate designs with details to comply with accessibility guidelines as required for people with physical disabilities.
 - b. Proof of Washington County Health Department approval of a septic system for buildings not served by public sewer must accompany the permit application.
3. The Zoning Official will require conformance to all subdivision, large scale development, flood-plain, parking lot, conditional use, rezoning, lot splits, property line adjustments, vacations, and other requirements before a building permit application will be approved.
4. The Building Official will review for code compliance. Changes in the Occupancy,

nature or use of a building or part of a building, shall not be made until changes made have been reviewed and approved by the Building Official.

B. BUILDING CODE REQUIREMENTS:

All buildings shall be designed to comply with the Arkansas Fire Prevention Code; Arkansas Plumbing and Gas Code; Arkansas Mechanical Code; and Arkansas adopted National Electric Code; and any City of Goshen Ordinances and Arkansas State Laws.

1. The City of Goshen Building Department enforces the following codes:

2007 Edition of the Arkansas Fire Prevention Code as amended that includes: Vol I, 2007 International Fire Prevention Code; Vol II, 2007 International Building Code; and 2007 International Residential Code, with state amendments. Contact the Arkansas State Fire Marshall at 501-618-8624. The AFPC can be ordered from the International Code Council, 1-800-877-2224 or at www.iccsafe.org.

Arkansas Board of Electrical Examiners adopted National Electrical Code, 2008, 501-682-4549, 10421 W. Markham, Little Rock, AR. 72204.

Arkansas Energy Code, 2004, 501-682-1370; One State Capital Mall, Little Rock, AR., 72201

Arkansas Mechanical Code, 2003, 501-661-2642; 4815 W. Markham, Little Rock, AR., 72201.

Arkansas Plumbing and Arkansas Gas Code 2007, 501-661-2642; 4815 West Markham, Little Rock, AR.
72205-3867

2. Site plans, a floor plan, and an exterior wall section shall be required for single family, residential dwelling units and other buildings not requiring an Architect/Engineer certification as indicated below.

Building Permits for Commercial Projects (Note, all commercial building and site permits must be submitted to the Goshen Planning Commission for site and commercial design standards approval; contact the Planning Commission Chairman or the City Recorder-Treasurer to be placed on the agenda. In addition, all permits must be signed and approved by the Mayor prior to issuance.

3. To obtain a building permit for commercial projects, three (3) complete sets of drawings and 1 set of specifications with building, structural, mechanical, electrical, and plumbing drawings; and 4 copies of the Civil drawings, all to scale, with Arkansas Professional Architect's/Engineers seals as required, shall be submitted with the permit application. A copy of the plans and specs in digital format (pdf or tif) is also requested. Upon issuance of the building permit one (1) set of drawings will be returned to the contractor for construction use and verification by the Building Official. See the Goshen website for the footing ordinance and fee schedule

4. The Registered Design Professional shall submit the Statement of Special Inspections and other documents as required by Chapter 17 of the Building Code.

Commercial Project Definition:

a. All residential buildings containing three or more units.

- b. All commercial buildings including those with a change of use or occupancy classification
- c. All buildings housing Assembly, Educational, Hazardous and Institutional occupancies including churches.

Special Drawing Requirements

- a. The cover sheet of the drawings shall include the certification by the Structural Engineer that the foundations and structural framing have been designed to resist seismic forces per the 2007 Arkansas Fire Prevention Code, based on the 2006 International Building Code, in accordance with the requirements of the Arkansas State Legislature.
- b. Actual design data may be listed on the first sheet of the structural drawings. **Ground snow loads utilized in the structural design shall be a minimum of 20 pounds per square foot**, as required by the Arkansas Fire Prevention Code.
- c. The cover sheet shall contain the notation that the project is designed in accordance with the requirements of the 2007 Arkansas Fire Prevention Code, based on the 2006 International Building Code. Also the cover sheet shall list the following:
 - Construction Type
 - Occupancy Classification(s)
 - Occupant Load
 - Design Live Loads
 - Design Dead Loads
 - Occupancy and Tenant Separations
 - Design Snow Load
 - Design Wind Load.
- c. The cover sheet shall contain certification of conformance to the accessibility and use of the building as required by ICC/ANSI A117.1-2006 and the 2007 Arkansas Fire Prevention Code.
- d. The permit application shall include a letter of verification from the Arkansas Department of Health, Plumbing Division, that the plumbing for the project has been approved.

C. APPLICATION ROUTING, FEES & INSPECTIONS

Permit Application and drawings will be reviewed as required and must be executed by those required to review before a building permit will be issued and before work begins. Fees will be calculated by the Building Official and paid at City Hall. When approved, the building permit will be issued and work may begin.

"SITE ENVELOPE SHALL BE POSTED AND MAINTAINED CLEARLY VISIBLE FROM THE STREET IN OUTDOOR BOX BEFORE AN INSPECTION WILL BE COMPLETED"

REQUIRED BUILDING INSPECTIONS

BUILDING

1. FOOTING
2. SLAB
3. FRAMING/INSULATION
4. FINAL

PLUMBING (BY WATER PROVIDER AS APPLICABLE)

1. UNDERGROUND
2. UNDER SLAB W/WATER TEST
3. ROUGH-IN (water test for ON YARD LINE AND HOUSE PIPING)
4. FINAL

MECHANICAL

1. IN/UNDER SLAB
2. ROUGH-IN
3. FINAL

ELECTRICAL

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

GAS

1. UNDERGROUND W/ PRESSURE TEST
2. TEMPORARY HEAT WITH AIR TEST
3. ROUGH-IN W/ PRESSURE TEST
4. FINAL

DRIVEWAY INSPECTION

1. INSPECTION REQUIRED BEFORE CONCRETE POUR

*Framing, insulation and rough-in inspections must receive approval before an electrical meter shall be approved.

NOTE: There will be a \$20 fee for re-inspections to be paid at City Hall prior to the follow-up inspection.

SITE DRAINAGE, DRIVEWAY, CURB CUT, AND SIDEWALK SHALL BE COMPLETE AND WILL BE INSPECTED ON FINAL INSPECTION.

MAIL BOX SUPPORTS SHALL NOT INTERFERE WITH REQUIRED SIDEWALK WIDTH.

Inspections will be made by the Building Official as required approving requirements and verifying that

building and site improvements conform to approved plans, codes, ordinances, and laws before Certificate of Occupancy is issued.

D. CERTIFICATES

1. OCCUPANCY PERMIT

A new building or part of a building shall not be occupied until after a Certificate of Occupancy has been issued. Said Certificate shall not be issued until all required building, electrical, gas, mechanical, plumbing, special inspections and fire protection systems have been approved and the Building and associated requirements have been inspected for compliance with the technical codes and other applicable laws and ordinances and approval given for occupancy and a Certificate of Occupancy has been duly executed.

2. TEMPORARY/PARTIAL OCCUPANCY PERMIT

A temporary/partial certificate of occupancy may be issued for a portion or portions of a building which may safely be occupied prior to final completion of the building with approval as required above. Temporary Occupancy Permits are issued after a final inspection, for a specified time limit, and are purchased from the Building Department for a \$20.00 fee. (?)

3. COMPLETION PERMIT

Upon satisfactory completion of a building, structure, electrical, gas, mechanical or plumbing system, a Certificate of Completion may be issued. This Certificate is proof that a structure or system is complete and for certain types of permits is released for use and may be connected to a utility system. This Certificate does not grant authority to occupy or connect utilities to a building, such as a shell building, prior to the interior finish and the issuance of a Certificate of Occupancy.

4. BUILDING OFFICIALS RIGHT

The Building Official shall have the right, after official notice to occupant and/or owner, to disconnect utilities to a building or part of a building, if occupied before Occupancy is approved and an Occupancy Permit is issued or if laws, ordinances and code violations are not remedied and inspected as approved.

Visit our web site at <http://www.cityofgoshen.net/> for application forms and other information concerning the City of Goshen.

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