

City of Goshen Site Plan and Survey Requirements
Permit and Site Plan Information
Loel Hoffman, Building and Zoning Official
479-841-0919

Building Safety is no Accident!

When are permits required?

Permits are needed for all new construction. In many cases, a permit is needed for repair or replacement of existing fixtures, such as replacing windows. A permit is not required for minor drywall work that can be described as ordinary maintenance and repair. If however, you will be replacing all of the drywall in a room or structure, or if the drywall repair is the result of fire damage, a permit will be required. A plumbing, electrical or HVAC permit may be needed for any addition or changes to a building's existing system; for example, moving or adding an electrical outlet requires a permit. This is to prevent overloading of existing electrical systems, and to insure proper installation of new equipment. See the Permitting Procedures document for more information, including required inspections, or call the Building Official at 841-0919

When are permits not required?

A building permit is not required for new structures less than 400 square feet in area, and not exceeding \$3500.00 in construction cost. Electrical, mechanical, plumbing, gas and HVAC permits are still required on these projects as applicable.

To find out if your project needs a permit, call (479) 841-0919.

What is needed on a site plan for a building permit, and or a simple lot split?

The site plan or survey must be drawn to scale, show the scale used on the site plan, and include the following:

1. The direction North.
2. Subdivision name, section number, and lot number. For a lot not located in a subdivision, a copy of the metes and bounds legal description must be incorporated with the site plan.
3. Address of the site as assigned by a recorded plat or by the 911 Address Service section Washington County, AR. Adjoining property owner's parcel numbers and owner's names.
4. The overall site property boundaries and the dimensions thereof. Access and utility easements must be described as a separate parcel. Area map.
5. Names, locations, and dimensions of all right-of-way, streets, alleys, setbacks and easements.
6. Names of any legal ditches or streams on or adjacent to the lot. Floodplain elevation determination.
7. Location and horizontal dimensions of all structures, both proposed and existing.
8. All dimensions of any attached garage, porch, deck, fireplace, bay or box windows, second floor cantilevers, etc.
9. Use of each structure by labeling (e.g. existing residence, proposed attached garage, pool, covered porch, deck, storage shed, etc.)
10. Proposed structures or improvements indicated by cross-hatching, e.g. ///////////////, or other clearly notable method.
11. Structures to be removed indicated by broken lines, e.g. -----. Or other clearly notable method.
12. Distances from front, rear, and each side property line to all structures, both proposed and existing. The distance is measured from the point where the measurement must form a right angle with the property line.
13. Location of the proposed or existing driveway and its width at the right-of-way (property line). Also, show the driveway location from the street to the structure.
14. Location and dimension of any other paved areas.
15. Tank location and finger system of septic system, if applicable.
16. For lots located on the Goshen Planning area, contact Washington County for additional requirements.
17. For Administratively approved lot splits and lot line adjustments, please provide an owner's signature block, and a signature block for approval by Chuck Browning, planning commission Chair. The fee for lot splits and adjustments is \$ 200.00. The City will retain one 11 x 17" and one large survey.
18. Refer to the City of Goshen Subdivision Ordinance # 57 for specific questions, or call the Zoning Official.

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