

**CITY OF GOSHEN, ARKANSAS**  
**INSPECTION DIVISION**  
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Application Procedure for Commercial Development

**Preliminary Review**

1. Make appointment with Goshen Planning Department to review proposed type, size, location, parking, road access, and zoning of the development on a Site Plan as prepared by a registered surveyor or engineer. After considering the feasibility of the project and reviewing compliance with Goshen ordinances, the Planning Department may schedule the project for review by the Planning Commission.
2. If a project requires rezoning, the PC and City Council shall have to approve the project before approving the rezoning of the property.
3. For PC consideration for new construction, submittals should include site plan, floor plan, building elevations of all sides, a perspective drawing as seen from the front, and material and color board samples of exterior materials. Projects must be shown to meet applicable ordinances, including Lighting, Parking, Landscaping, Sign and Commercial Design Standards.
4. For adaptive re-use of existing structures, submittals should include Site Plan, photos, and drawings of any proposed additions to thoroughly illustrate the proposed concept.
5. Applicants shall present approval of septic system by the Washington County Health Department.

**After approval from PC and City Council, submit:**

Complete set of construction documents, stamped by registered architect or engineer, to include mechanical, electrical and plumbing specifications. Plans shall show compliance with all applicable Ordinances, including parking, lighting, landscaping, signs and design standards.

Submit two hard copies and digital in PDF

Building Inspector shall review the construction documents for compliance with applicable codes and inspection schedule before issuing a building permit.