



Apply for Technical Review Through the Online Portal





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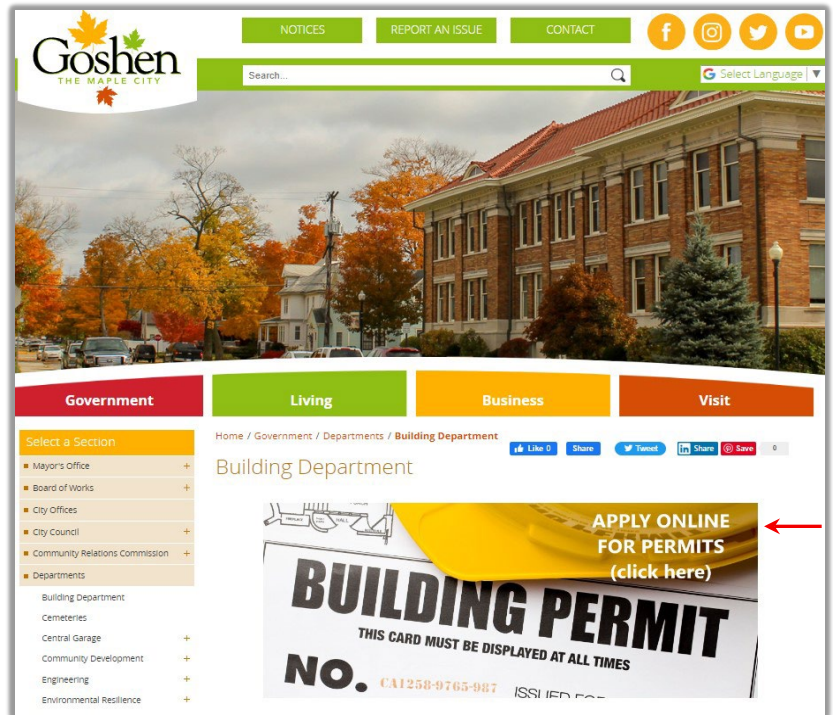
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Register a New Account

Before you can apply for permits through the online portal, you must take a quick moment to register an account.

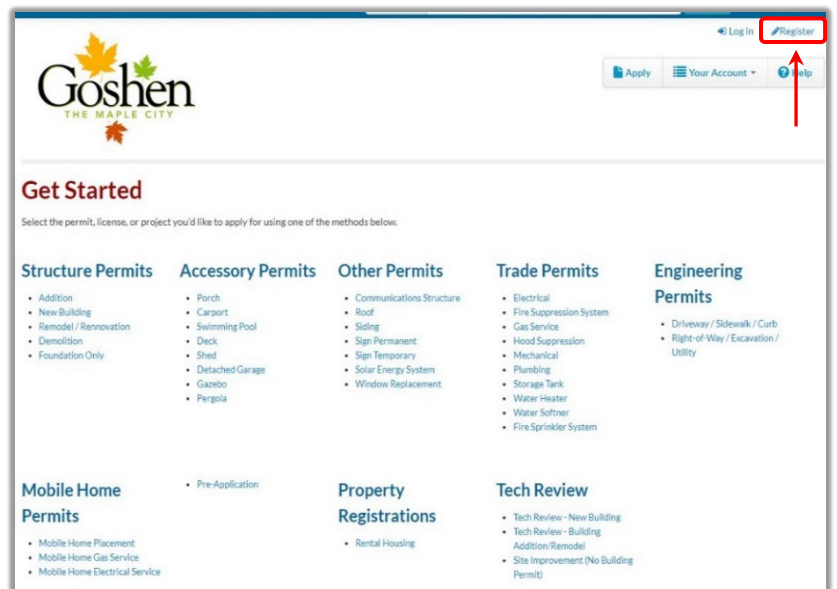
Step 1

You can go to the portal directly at <https://cityportal.goshencity.com> or a link can be found on the City's website, www.goshenindiana.org under Government, Departments, then Building Department.



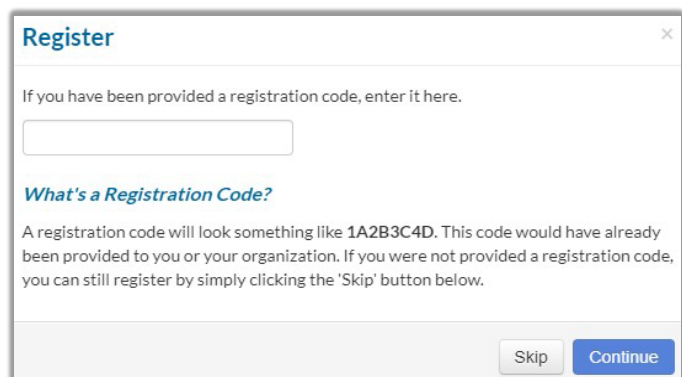
Step 2

On the portal homepage, select *Register* in the top right-hand corner.



Step 3

A pop-up will ask if you have a registration code, select *Skip*. You do not need a code to set up a new account.



Step 4

Create a username (do not use your full email), password (only requirement is a minimum of 6 characters in length), and answer all required contact information.

The registration form is divided into two sections: "Account Information" and "Contact Information".

Account Information:

- User Name: [Text Input] *
- Passwords are required to be a minimum of 6 characters in length.
- Password: [Text Input] *
- Confirm Password: [Text Input] *
- The email address can only be used for one account on this site.
- Email: [Text Input] *
- Confirm Email: [Text Input] *

Contact Information:

When submitting applications, you will need to supply contact information. Store it here first for your convenience.

If registering on behalf of a business, enter the business name here and check the box below. Otherwise, type your first and last name.

I am registering on behalf of a business

- Full Name: [Text Input] *
- Mailing Address: [Text Input] *
- Mailing Address 2: [Text Input]
- City: [Text Input] *
- State: [Dropdown: Alabama] *
- Zip Code: [Text Input] *
- Phone Number: [Text Input] *
- Phone Type: [Dropdown: Work] *

Step 5

Once you submit your information you should see a *Thank You for Registering* message. A verification email will be sent within the next few minutes to your email to verify your account. Please check your spam folder as well. If the verification link does not work from the email, you may copy and paste the link into your web browser.

The screenshot shows the "Thank You for Registering!" confirmation page on the Goshen website. The page includes the Goshen logo, a navigation bar with "goshenindiana.org" and a search bar, and a confirmation message: "Your account with the user name TestAG33 was successfully created. A verification email was sent in order to verify your web account. Once your account has been verified, you will be able to favorite items, apply and track your cases, and pay fees." Below the message are three columns of links: "About This Site", "Need help?", and "Report a Problem". The footer contains copyright information: "© 2019 - Davent Group USA" and a "Terms of Use" link.

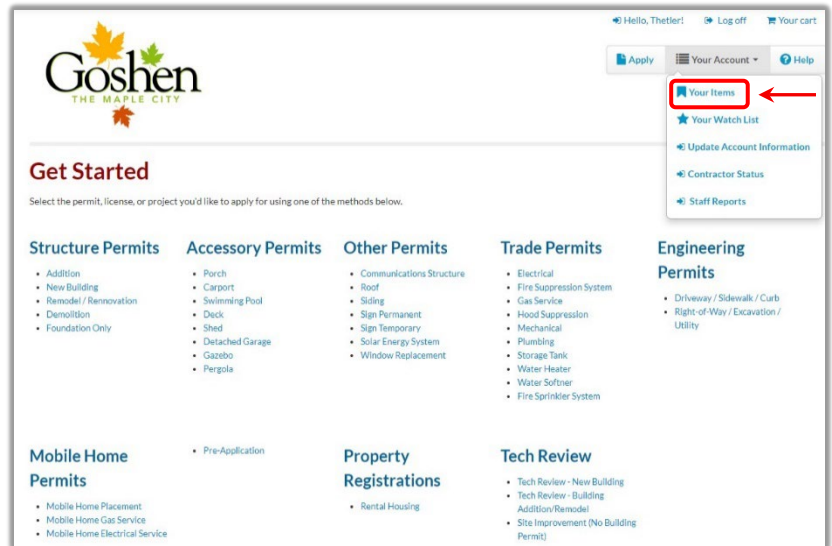
Congratulations, you are ready to use our online portal!

Add Another User

Once you submit plans for review you may add a user to a specific permit or project that will be able to view all the information, uploaded additional documents, be included in any communication, and schedule inspections for the permit or project. The added user will not have access to your account or other projects or permits you have submitted. The person/company you are adding is required to have an account through our portal before they may be added to other projects or permits.

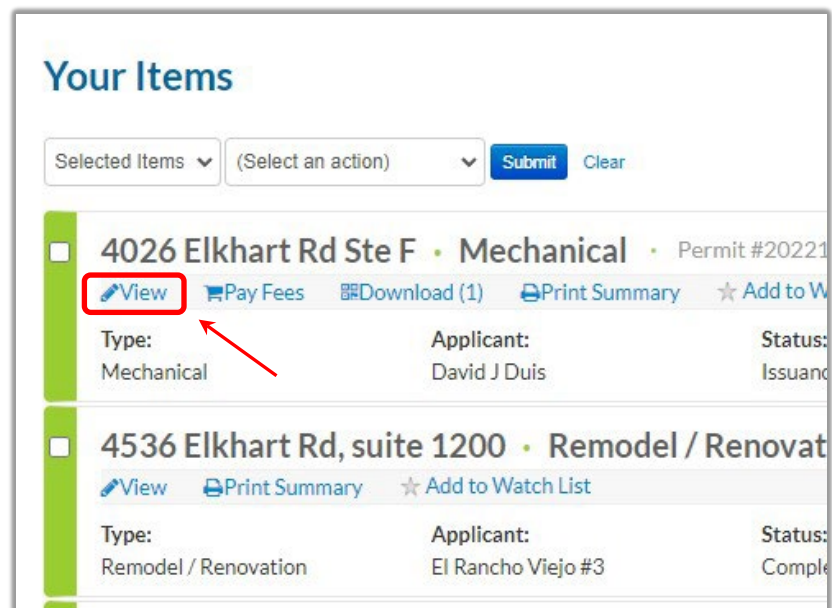
Step 1

Once you are logged in to the portal, you will select *Your Account* and drill down to *Your Items*.



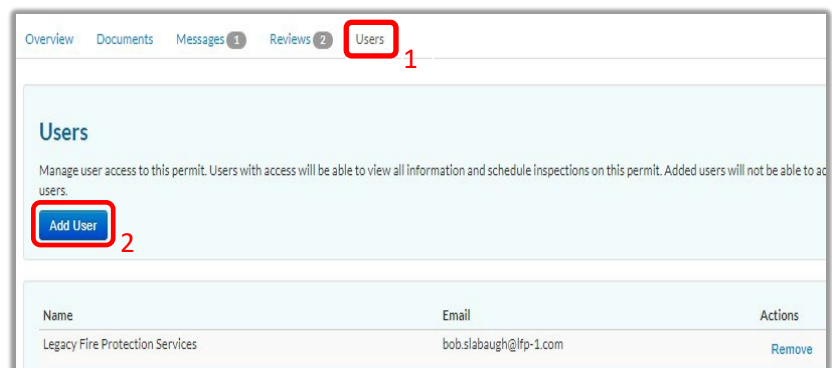
Step 2

Under the address of the project or permit you would like to add the user to, select *View*.



Step 3

This will bring you to an overview of the selected project or permit. From here select *Users*, then *Add User*. Once you enter the email address you will see the user has been added.

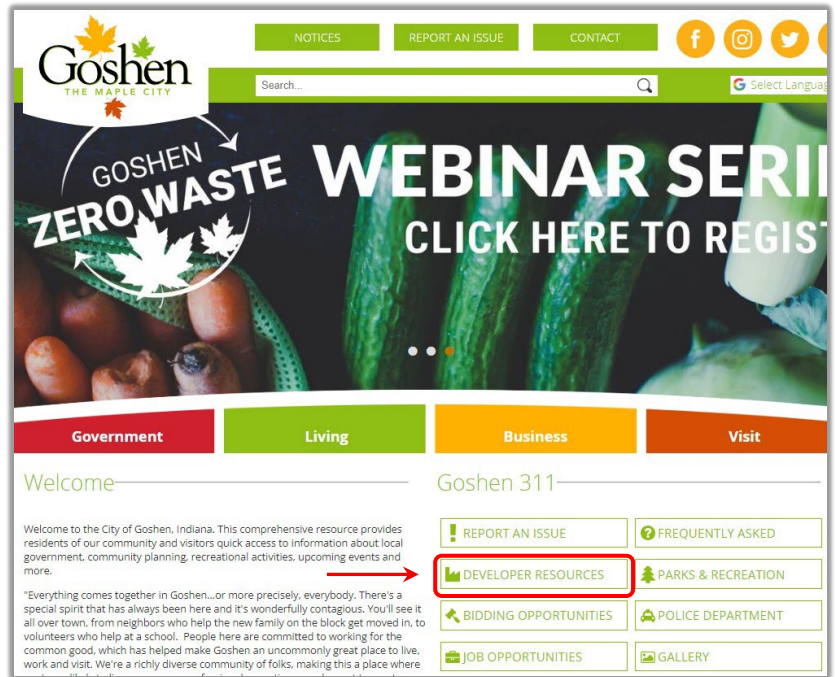


New Building

You must have an account set up through the portal website before you are able to apply for a New Building permit/Technical Review.

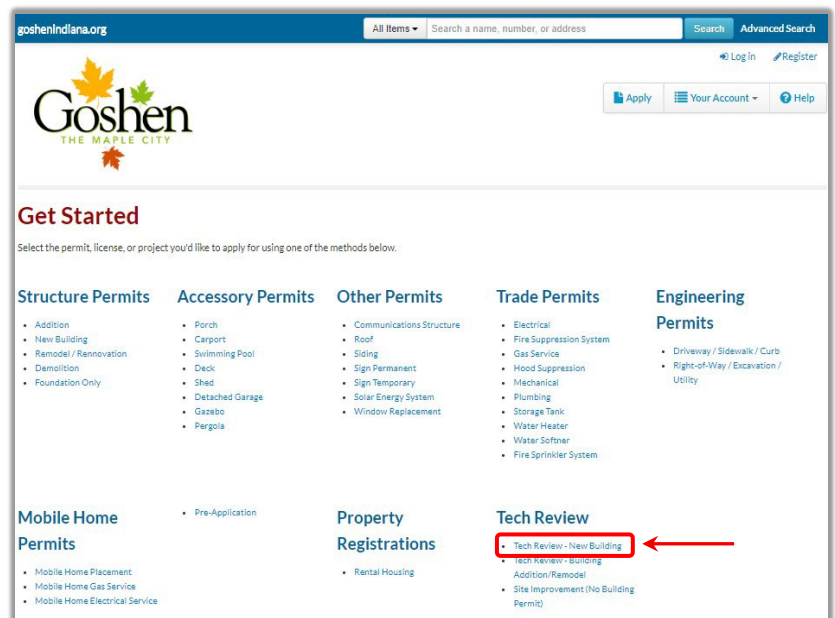
Step 1

You can go to the portal directly at <https://cityportal.goshencity.com> or a link along with information can be found on the City of Goshen's website, www.goshenindiana.org



Step 2

On the portal homepage under Tech Review, select *Tech Review – New Building*. This one submittal will be an application for both tech review and the building permit.



Step 3

A 'Before You Begin' text box will pop up with information regarding requirements and possible fees. After reading, select *Continue*.

Before You Begin

As part of this application, Site Plan and Construction Plan submittals are required to verify compliance with the adopted related codes and regulations. Upon determination that this application submittal is complete, and after the Plan Review is complete and approved, a Permit Fee payment will be required for Permit Issuance. If Technical Review is required, then Tech Review Fees will be assessed. For the Technical Review process and requirements, see: <https://goshenindiana.org/developer-resources>

Note: A Construction Design Release will be required from the State of Indiana prior to approval of all commercial building permits.

Continue

Step 4

Enter the location of where the new building is being proposed. If an address is unavailable or has not been assigned yet, you may enter the parcel number or a nearby address. You will also select the land use and enter a description of the project.

Location

Choose the location of the desired permit. If your account is not associated with a currently valid contractor, you may only be able to apply for the permit at the address associated with your account. If no location or search mechanism is shown below, then you currently do not qualify to apply for this permit type.

Change Location * 204 E Jefferson St

Land Use

Choose the proposed use associated with the permit. If the use is not changing as a result of the work proposed in the permit application, please specify the current, or existing use.

Commercial *

Description

Type a description for this permit here.

New 20,000sq. ft. building that will be used as an office building.

Step 5

Any item with a red * next to it is required therefore, you will continue on to answer the 'General – Type of Work' questions which may prompt for more information on those topics on the following page. If you do not have your Indiana State Release form of Indiana 393 form at this time, that is ok. If needed those documents can be uploaded for the Building Department at a later time. Select *Continue* when you are ready to move on.

A. General - A01 Type of Work

Carport *
Yes No

Deck *
Yes No

Fireplace *
Yes No

Garage *
Yes No

Parking Lot *
Yes No

Porch *
Yes No

A. General - A02 Scope of Work

Work Performed By *
Owner

A. General - A06 Questionnaire

Indiana State Construction Design Release Form *
Yes

Indiana Form 393 *
Yes

Indicate whether you have obtained a Construction Design Release Form approval from the State of Indiana. Based on the project work, you may be required to provide this document before your permit can be approved.

Indicate whether you have Indiana Form 393. This form is required for any Engineered Wood Structures.

Save and Continue

Continue

Step 6

The next page will have some general questions regarding the scope of work located under the previously entered description.

A. General - A02 Scope of Work

Foundation Type *

Poured Concrete

Below Grade Construction *

Full Basement

Step 7

Construction detail answers can be a rough estimate and for any question that does not apply to the project, enter a 0.

A. General - A03 Construction

Contract Construction Value *

1st Floor Area (ft²) *

2nd Floor Area (ft²) *

3rd Floor and Above Area (ft²) *

Basement Area Finished (ft²) *

Basement Area Unfinished (ft²) *

Total Construction Area (ft²) *

0

Number of Floors * Indicate the number of floors or stories of the building. Do not include basements in the total count.

Construction Height (ft) *

Building Length (ft) *

Building Width (ft) *

Step 8

Enter the Occupant/Business Name or the owner information as well as a name for the project.

A. General - A04 Review

Central Air *

Yes No

Occupant / Business Name * Please specify the name of the tenant, occupant, or business at the location for this permit.

Annex Building

A. General - A07 Questionnaire

Total Land Disturbance Area (acre) * If the Total Land Disturbance Area is over 1 acre, you must submit a Post Construction Plan with your application.

Project Name

Step 9

You are required to upload the required documents before you can submit the plans for review.

Document Notes:

There are times where the full set of construction/building plans are submitted after technical review to the Building Department for permitting review; that is fine as the full set is not required for technical review. However, it is required to at least upload the interior plumbing plans. If there will be no interior plumbing, it is required to upload a letter stating so.

Congratulations! Your plans have been submitted for review. You may follow the review progress, respond to messages, download comments when available, etc. under 'Your Items' on the portal.

Document Submittal Instructions

Submit one or more document(s) relevant to the current application. Common documents include site plan/diagram, architectural drawing, elevation certificate, proof of insurance, and contract/quote for work.

Accepted file formats: pdf, jpg, png, tiff, txt, Microsoft Office.

Files over 180MB should be submitted on a disk (CD-ROM or DVD) or USB drive in person.

Applications will not be processed until all required documents have been submitted.

Attach Site Plan (REQUIRED)

No file chosen

Attach Construction Drawings (REQUIRED)

No file chosen

Attach Tech Review Checklist (REQUIRED)

Please complete the Tech Review Checklist form located [here](#) and upload as part of this application.

No file chosen

Attach Zoning Clearance Form (REQUIRED)

Please fill out this form and upload it. [Download it here.](#)

No file chosen


Submit General Document(s)

No file chosen

Existing Documents:

Information entered, including document attachments, will not be saved until you click Save Changes or Submit.

Review and Submit Application



Congratulations!

Your application has been submitted successfully.

Your reference code is: EUTL7K
A member of our team will review your submission and may contact you directly to collect additional information.

Rate your experience:

☆☆☆☆☆

Comment (250 characters)

Provide any additional feedback here (Optional)

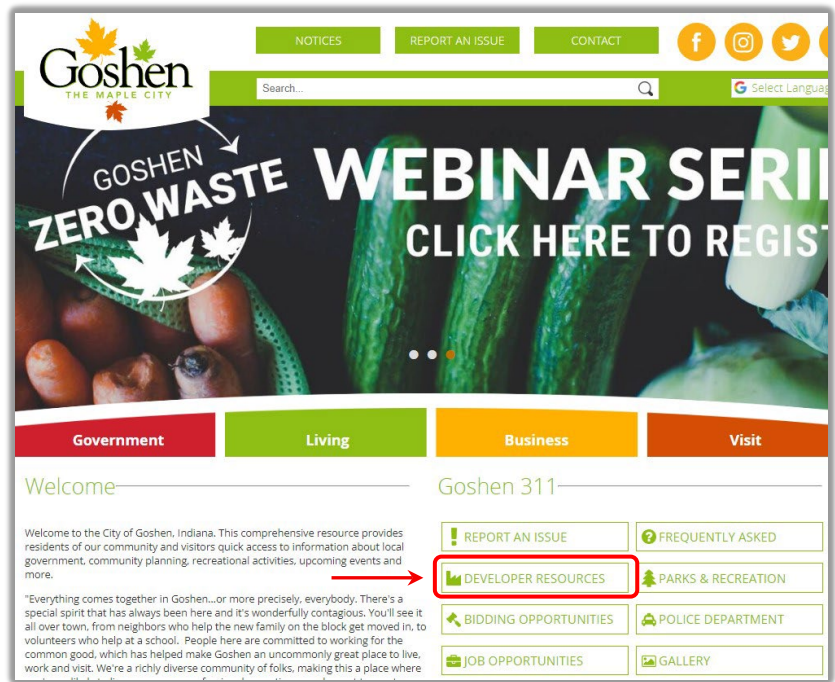
Note: If you do not receive this *Congratulations* message after selecting *Submit*, the application may have timed out while you were trying to upload the documents. Before the systems times out, the project is saved. You can reopen it by going to *Your Account* in the top right-hand corner of the homepage, selecting *Your Items*, then under the address of the application you can select *Edit*. Finish entering details or uploading documents, then select *Submit* again.

Building Addition

You must have an account set up through the portal website before you are able to apply for a Building Addition/Technical Review.

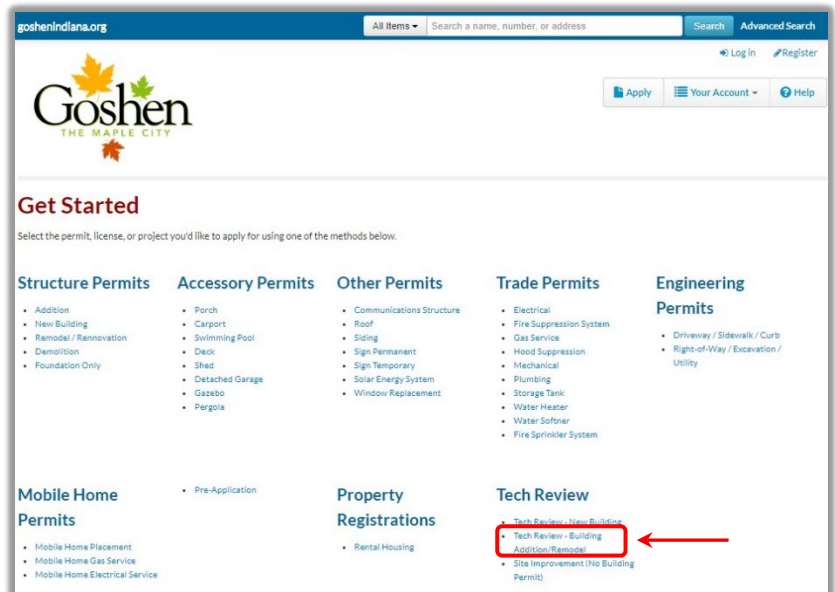
Step 1

You can go to the portal directly at <https://cityportal.goshencity.com> or a link along with information can be found on the City of Goshen's website, www.goshenindiana.org



Step 2

On the portal homepage under Tech Review, select *Tech Review –Building Addition*. This one submittal will be an application for both tech review and the building addition permit.



Step 3

A 'Before You Begin' text box will pop up with information regarding requirements and possible fees. After reading, select *Continue*.

Before You Begin [X]

As part of this application, Site Plan and Construction Plan submittals are required to verify compliance with the adopted related codes and regulations. Upon determination that this application submittal is complete, and after the Plan Review is complete and approved, a Permit Fee payment will be required for Permit Issuance. If Technical Review is required, then Tech Review Fees will be assessed. For the Technical Review process and requirements, see: <https://goshenindiana.org/developer-resources>

Note: A Construction Design Release will be required from the State of Indiana prior to approval of all commercial building permits.

Continue

Step 4

Enter the address or the parcel number for the existing building location where the addition is being proposed. You will also select the land use and enter a description of the project.

Location

Choose the location of the desired permit. If your account is not associated with a currently valid contractor, you may only be able to apply for the permit at the address associated with your account. If no location or search mechanism is shown below, then you currently do not qualify to apply for this permit type.

Change Location * 204 E Jefferson St

Land Use

Choose the proposed use associated with the permit. If the use is not changing as a result of the work proposed in the permit application, please specify the current, or existing use.

Commercial [v] *

Description

Type a description for this permit here. Please be as specific as possible to include all work being done related to this project.

A 5,000-sqft addition that will be used as additional office spaces *

Step 5

Any item with a red * next to it is required therefore, you will continue on to answer the 'General – Type of Work' questions which may prompt for more information on those topics on the following page. If you do not have your Indiana State Release form of Indiana 393 form at this time, that is ok. If needed, those documents can be uploaded for the Building Department at a later time. Select *Continue* when you are ready to move on.

A. General - A01 Type of Work

Deck *
Yes No

Garage *
Yes No

Porch *
Yes No

A. General - A07 Questionnaire

Indiana State Construction Design Release Form *
Yes [v] Indicate whether you have obtained a Construction Design Release Form approval from the State of Indiana. Based on the project work, you may be required to provide this document before your permit can be approved.

Indiana Form 393 *
Yes [v] Indicate whether you have Indiana Form 393. This form is required for any Engineered Wood Structures.

Save and Continue

Continue

Step 6

The next page will have some general questions regarding the scope of work located under the previously entered description.

A. General - A02 Scope of Work

Occupancy Group *

A-1 Assembly Theaters withoi ▾

Construction Type *

IA ▾

Step 7

Construction detail answers can be a rough estimate and for any question that does not apply to the project, enter a 0.

A. General - A03 Construction

Contract Construction Value *

1st Floor Area (ft²) *

2nd Floor Area (ft²) *

3rd Floor and Above Area (ft²) *

Basement Area Finished (ft²) *

Basement Area Unfinished (ft²) *

Total Construction Area (ft²) *

0

Construction Height (ft) *

Step 8

Enter the occupant or business name as well as the total land disturbance and a name for the project.

A. General - A04 Review

Occupant / Business Name * Please specify the name of the tenant, occupant, or business location for this permit.

Annex Building

A. General - A07 Questionnaire

Certificate of Occupancy Request Indicate whether you would like a Certificate of Occupancy generated upon completion of all final inspections. If yes, Certificate of Occupancy fee will be applied to this permit.

Yes No

Total Land Disturbance Area (acre) * If the Total Land Disturbance Area is over 1 acre, you must a Post Construction Plan with your application.

Project Name

Step 9

You are required to upload the required documents before you can submit the plans for review.

Document Notes:

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Files over 180MB should be submitted on a disk (CD-ROM or DVD) or USB drive in person.

Applications will not be processed until all required documents have been submitted.

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No file chosen

Attach Construction Drawings (REQUIRED)

No file chosen

Attach Tech Review Checklist (REQUIRED)

Please complete the Tech Review Checklist form located [here](#) and upload as part of this application.

No file chosen


Submit General Document(s)

No file chosen

Existing Documents:

Information entered, including document attachments, will not be saved until you click Save Changes or Submit.

Review and Submit Application



Congratulations!

Your application has been submitted successfully.

Your reference code is: EUTL7K
A member of our team will review your submission and may contact you directly to collect additional information.

Rate your experience:

☆☆☆☆☆

Comment (250 characters)

Provide any additional feedback here (Optional)

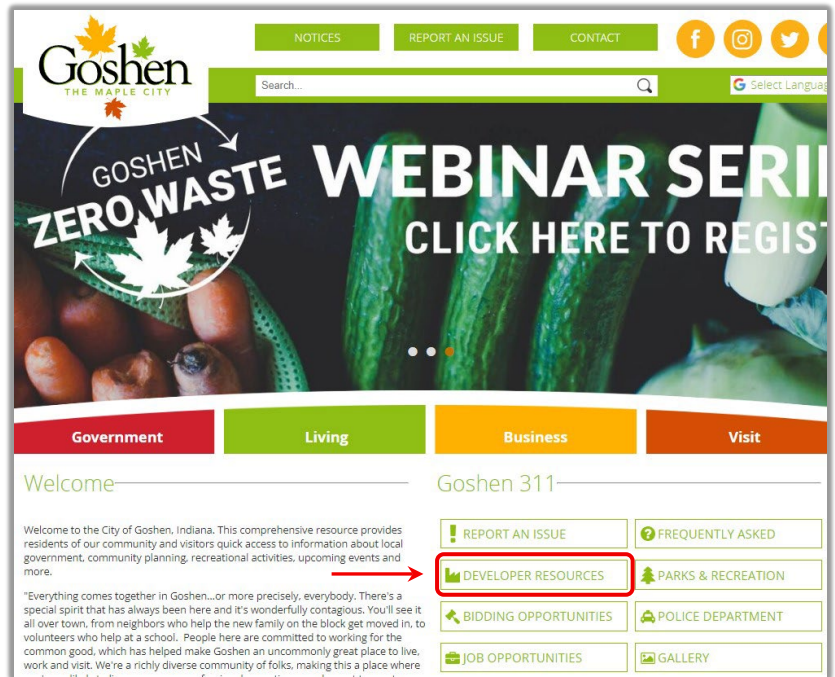
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Site Improvements Only

Do you have a site improvement plan or a utility plan that needs reviewed that will not require a building permit? Site Improvements will be the link you will use even if the plans do not require technical review. Although, if your plan does need a building permit, we will reject your submittal and ask that you resubmit under the proper permitting page.

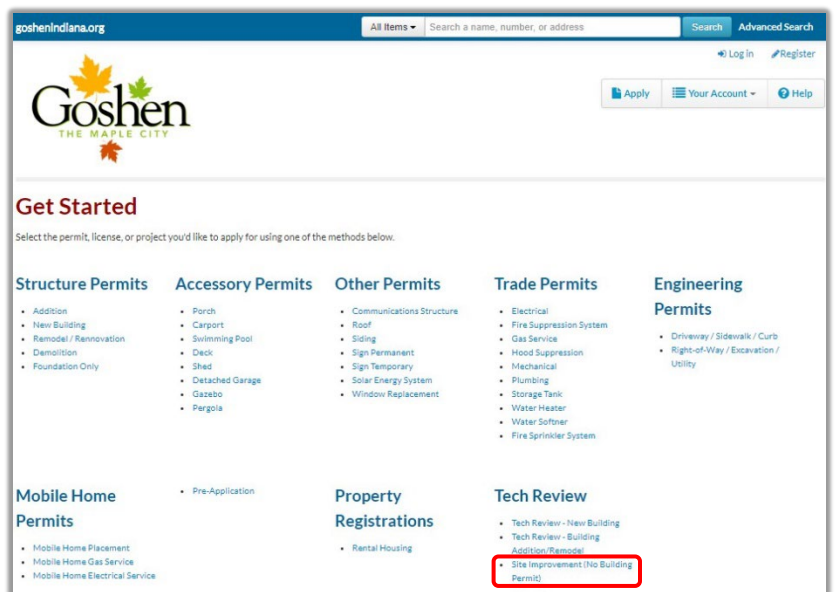
Step 1

You can go to the portal directly at <https://cityportal.goshencity.com> or a link along with information can be found on the City of Goshen's website, www.goshenindiana.org



Step 2

On the portal homepage under Tech Review, select 'Site Improvements (No Building Permit)'.



Step 3

Enter the location of where the project will take place. You can enter the location by the address or the parcel number. Enter a description of the project and upload the necessary documents.

Step 4

Once you have your information and documents uploaded you will submit your plans for review.

Congratulations! Your plans have been submitted for review. You may follow the review progress, respond to messages, download comments when available, etc. under 'Your Items' on the portal.

The screenshot shows a web form for permit application. It has several sections: 'Location' with a 'Choose Location' button; 'Description' with a text area; 'Document Submittal Instructions' with instructions and file upload buttons for 'Zoning Clearance Form (REQUIRED)', 'Site Plan Submittal Checklist (REQUIRED)', and 'Site Plan (REQUIRED)'; and 'Submit General Document(s)' with an 'Add' button. At the bottom, there is a 'Review and Submit Application' section with a 'Submit' button circled in red, and 'Save Changes' and 'View & Print' buttons.

The screenshot shows a 'Congratulations!' message from Goshen, The Maple City. It includes the city logo, the message 'Congratulations! Your application has been submitted successfully.', a reference code 'EUTL7K', and instructions that a team member will review the submission. There are buttons for 'Print Summary' and 'Your Items'. Below this is a 'Rate your experience' section with a star rating, a comment box (250 characters), and a 'Send Feedback' button.

Note: If you do not receive this *Congratulations* message after selecting *Submit*, the application may have timed out while you were trying to upload the documents. Before the systems times out, the project is saved. You can reopen it by going to *Your Account* in the top right-hand corner of the homepage, selecting *Your Items*, then under the address of the application you can select *Edit*. Finish entering details or uploading documents, then select *Submit* again.