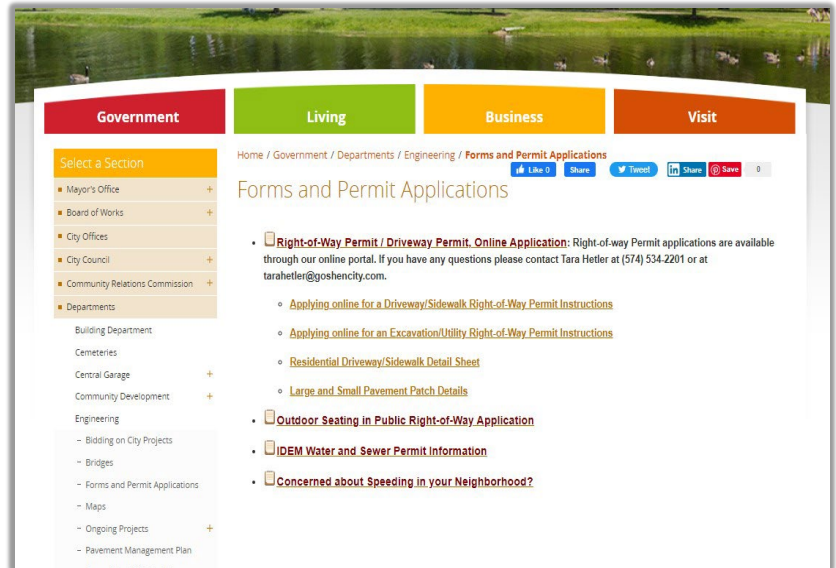


Driveway/Sidewalk Permit

You will need to create an account before you can apply for permits online. Once you are ready to apply for a driveway/sidewalk/curb right-of-way permit, here are some instructions to help you along the way.

Step 1

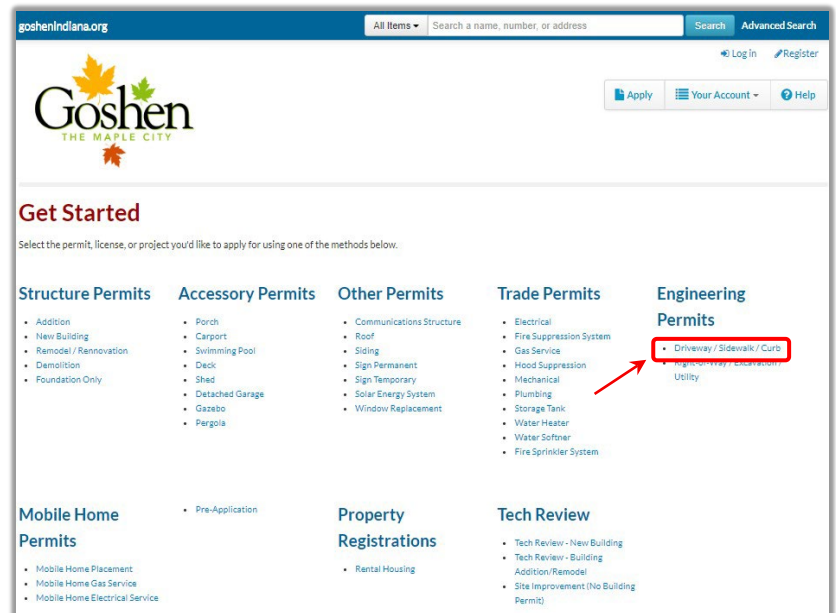
You can access the portal directly at <https://cityportal.goshencity.com> or a link along with information can be found on the City of Goshen's website, www.goshenindiana.org under *Government > Departments > Engineering > Forms and Permit Applications*



Step 2

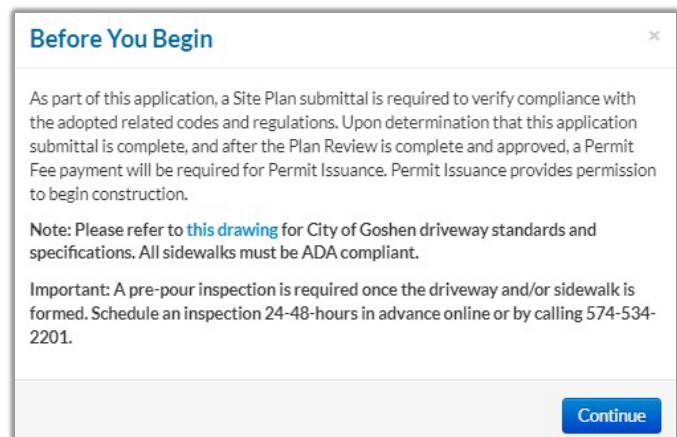
From the portal homepage, under Engineering Permits, select *Driveway/Sidewalk/Curb*.

If you are installing utilities or fiber lines, you will need to select the *Right-of-Way / Excavation / Utility*. Those instructions are different.



Step 3

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



Step 4

Enter the location by address or parcel number of where the project will be. Select the land use and enter a description of the work that will take place.

Tip: If you are having trouble with the address, try entering just the house number, select continue, then select the address from the list.

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

Answer some general questions about the type of work that will be taking place. Select *Continue* when finished.

A. General - A01 Type of Work

Driveway Approach *

Yes No

Sidewalk *

Yes No

D. Type Specific - D07 Driveway

Is Curb being Cut *

Yes No

Save and Continue

[Continue](#)

Step 6

It is preferred that the contractor pull the permit so they are the responsible party. However, if the homeowner is submitting the application, they would enter their contractor's information. If this information is unknown at this time, you can leave this section blank and submit the information at a later date.

Contractors

Enter your contractors information.

Do you have a contractor?

Yes No

Existing

A. General - A06 Additional Contractor Information

Contractor Name

Contractor Phone

Contractor Type

General

Contractor Email

[Add](#) [Delete](#)

Step 7

Answer a few general questions.

Note: At this time bonds are not required with residential driveways. All driveways and sidewalks will need to be ADA compliant.

A. General - A06 Questionnaire

Current Bond with City *

Yes No

You will be required to upload proof of bond upon application submittal. If you do not have a current bond, you will need to secure a bond with the city before the permit can be approved.

D. Type Specific - D07 Driveway

Type of Work *

Driveway Thickness in Right-of-Way (inches) *

Thickness in the right-of-way must be at least 6 inches.

D. Type Specific - D18 Sidewalk

Thickness of Sidewalk (in) *

Minimum of 4 inches

Sidewalk Work Type *

Sidewalk Material *

Length of Sidewalk Work (ft) *

Width of Sidewalk (ft) *

Sidewalk width must be a minimum of 5ft wide unless matching to a different width of an adjacent sidewalk.

Step 8

You will be required to upload a site drawing before you are able to submit. The drawing is not required to be professional. It can be something as simple as an aerial photo with markings to show measurements and locations of the driveway and/or sidewalk.

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 Drawing (REQUIRED)

No file chosen

Submit General Document(s)

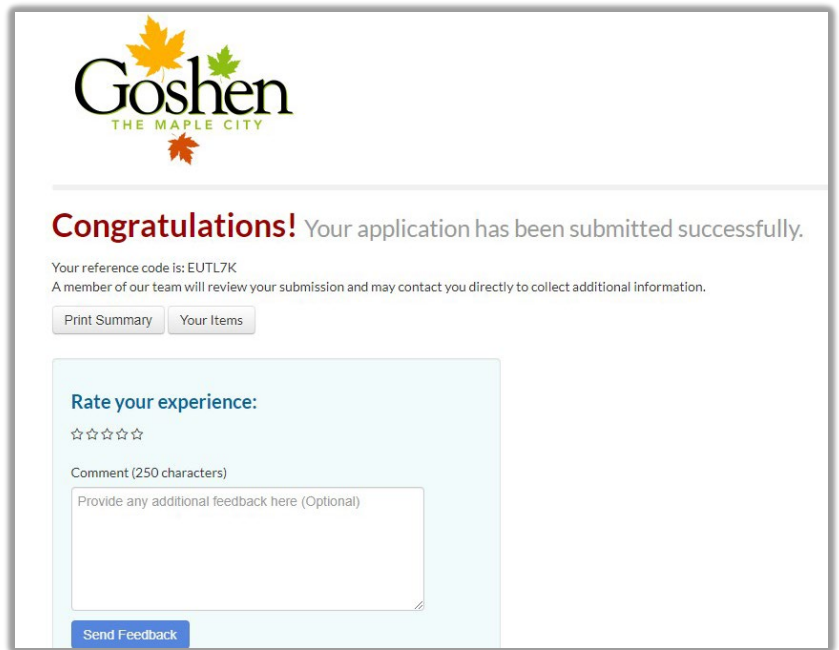
No file chosen

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 for review. You may follow the review progress, respond to messages, download comments when available, etc. under 'Your Items' on the portal. You will receive an email notification when we approve or if we have questions.



Note: If you do not receive this *Congratulations* message after selecting *Submit*, the application may have timed out while you were going through the process. Before the systems times out, the project is saved. You can reopen it by going to *Your Account* in the top right-hand corner from 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.