



# Apply for Technical Review Through the Online Portal





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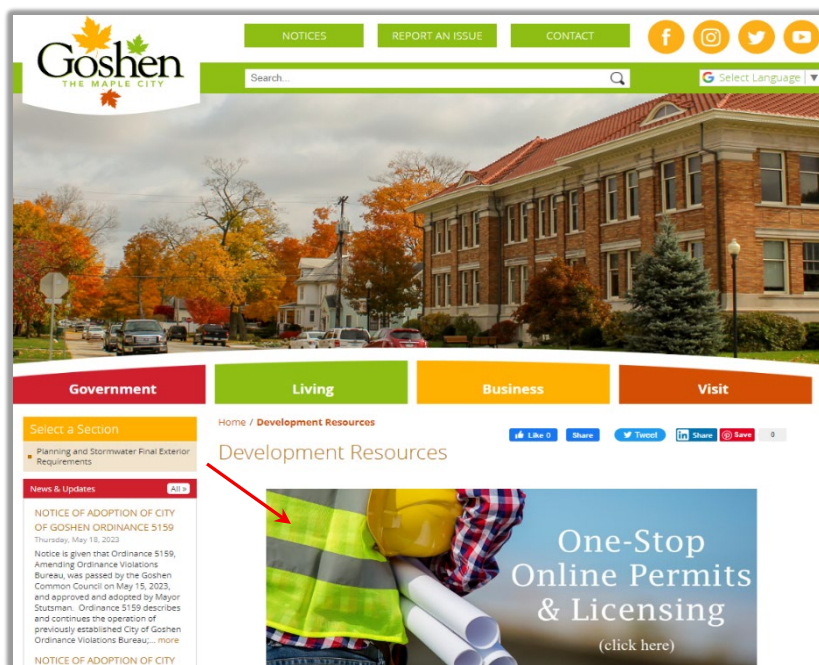
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# Register a New Account

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

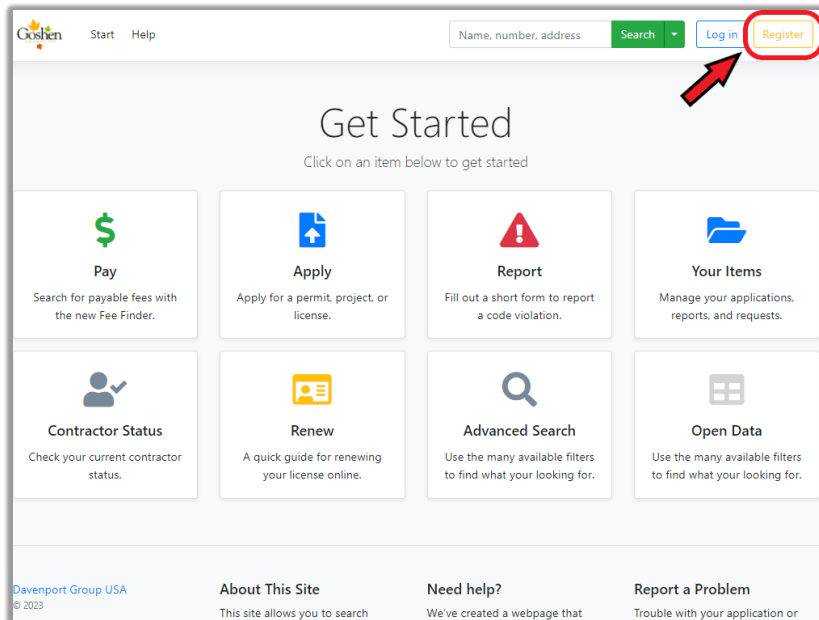
## Step 1

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](http://www.goshenindiana.org), select Developer Resources to access technical review information as well as the link to the online portal.



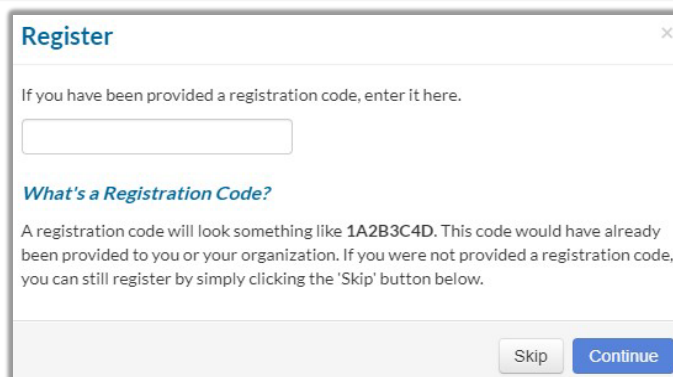
## Step 2

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



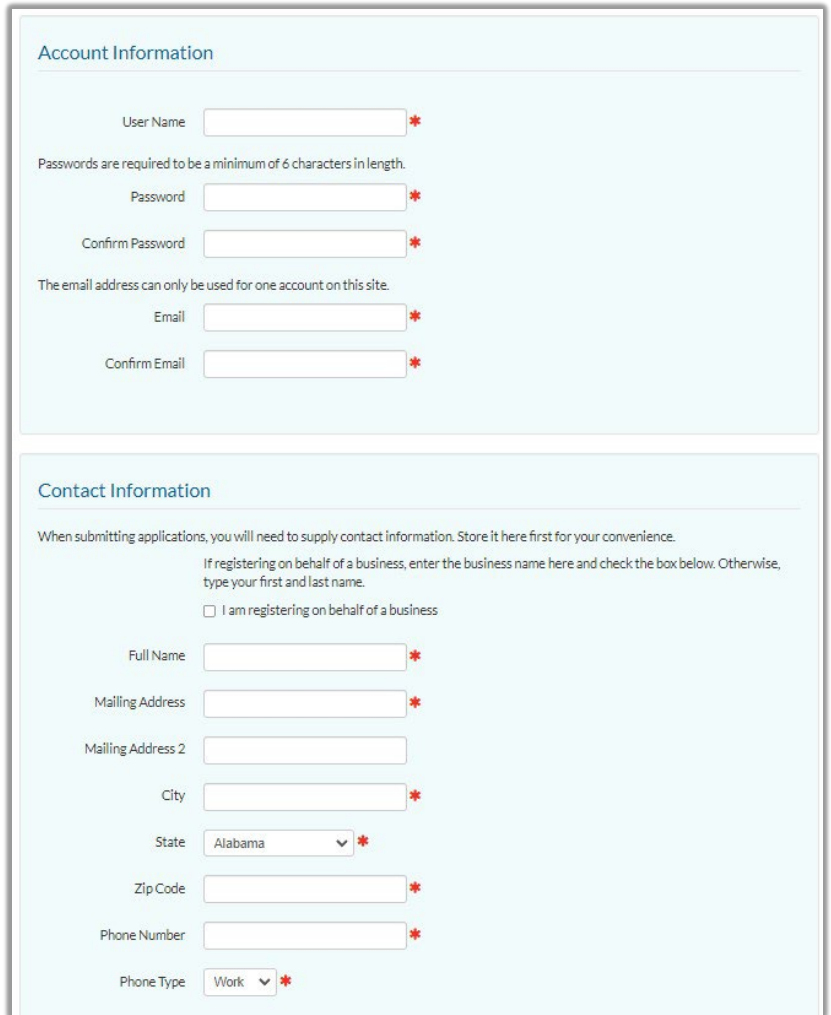
## Step 3

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

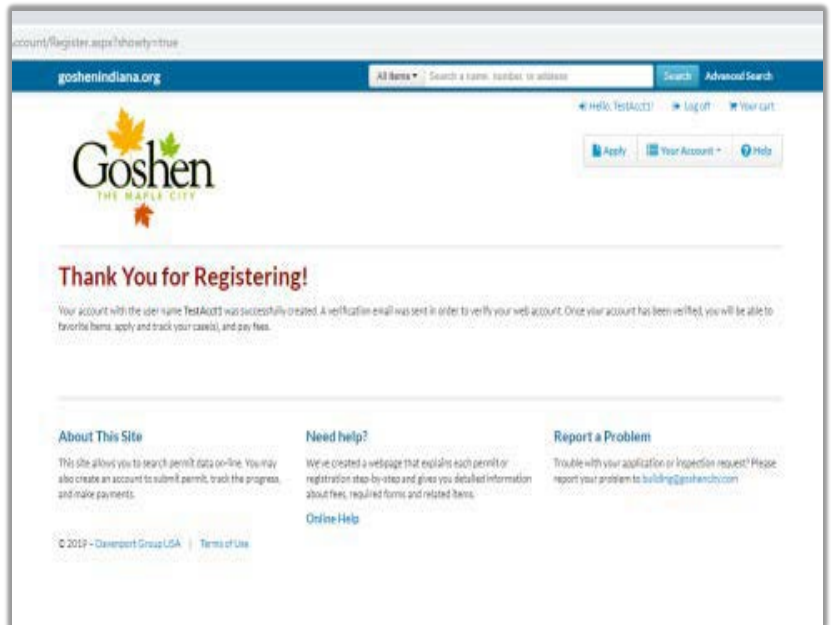
Create a username (do not use your full email), password (only requirement is a minimum of 6 characters in length), and answer all required contact information.



The registration form is divided into two main sections: Account Information and Contact Information. The Account Information section includes fields for User Name, Password, Confirm Password, Email, and Confirm Email, each with a red asterisk indicating it is required. A note states that passwords must be at least 6 characters long and that the email address can only be used for one account. The Contact Information section includes a checkbox for 'I am registering on behalf of a business', followed by fields for Full Name, Mailing Address, Mailing Address 2, City, State (a dropdown menu currently showing 'Alabama'), Zip Code, Phone Number, and Phone Type (a dropdown menu currently showing 'Work'). All these fields also have red asterisks.

## 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.



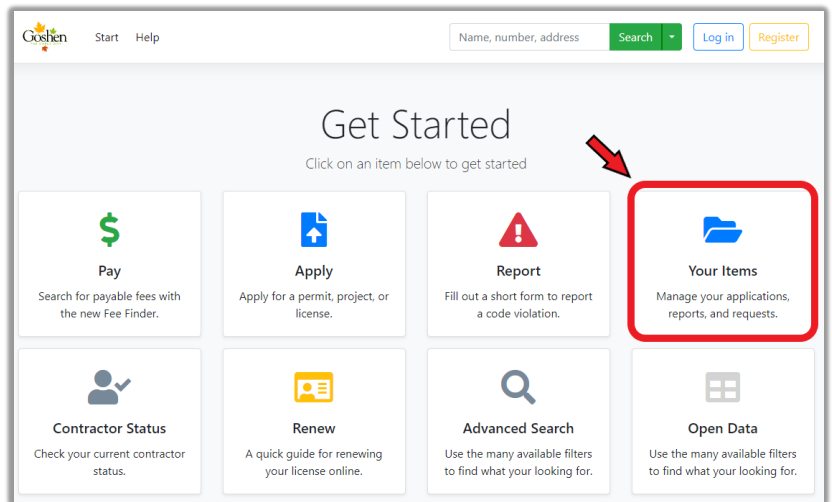
Congratulations, you are ready to use the online portal!

# Add Another User

Once you submit plans for review, you may add another user to a specific permit or project. Users are required to set up an account through the portal before they may be added as an additional contact. All users will have the same access to the project or permit. Any users you add to a project or permit will not have access to your account or other projects or permits you have submitted.

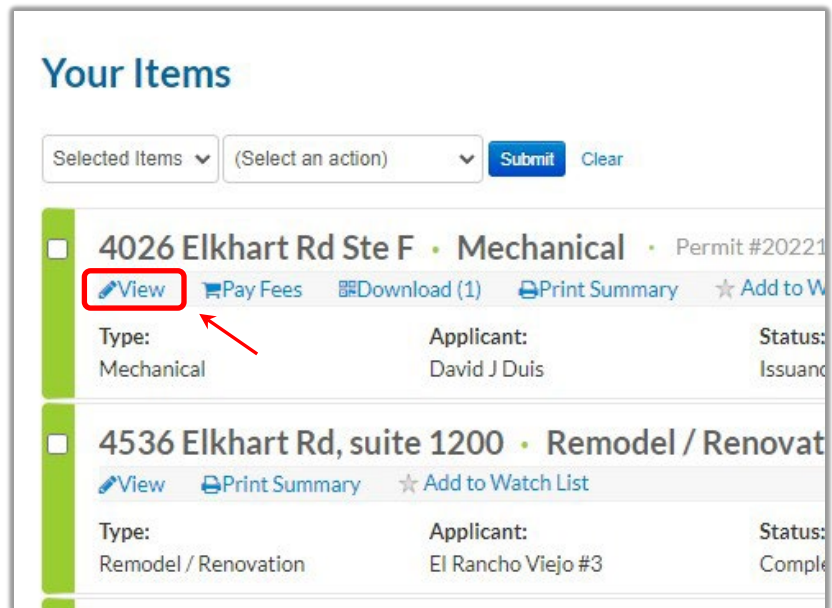
## Step 1

After you have logged in to the portal, select *Your Items*.



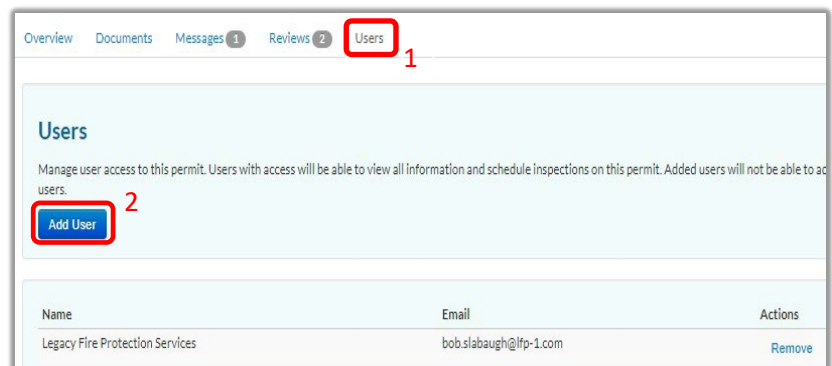
## Step 2

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*. After you enter their email address, you will see the user has been added.

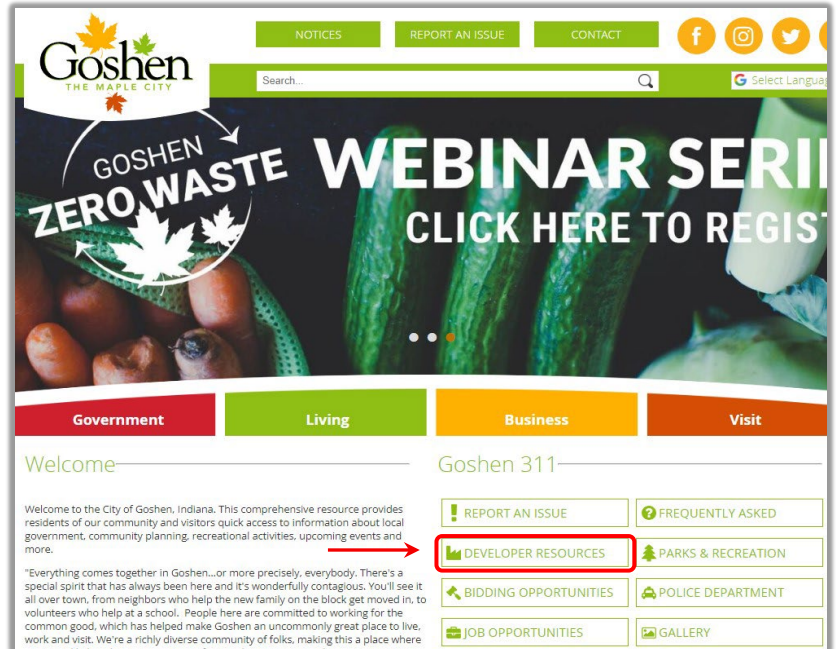


# New Building

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

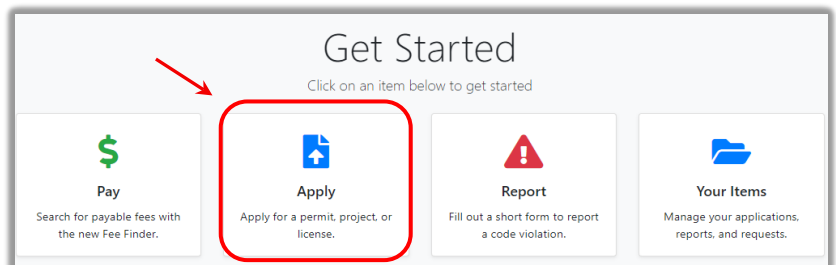
## Step 1

You can 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](http://www.goshenindiana.org)



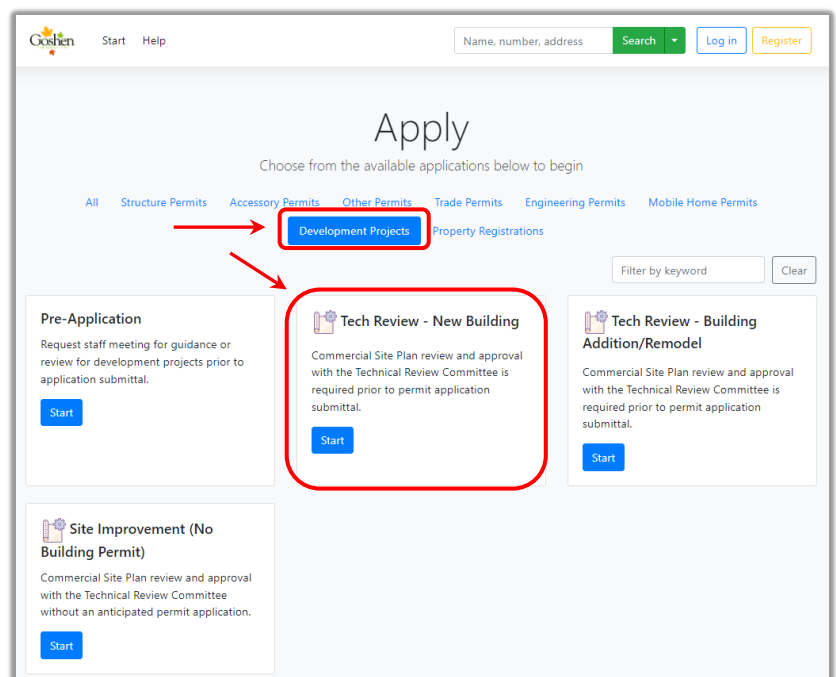
## Step 2

From the portal homepage select *Apply*.



## Step 3

You can filter the permit types by selecting *Development Projects* then selecting *Tech Review - New Building*. This one submittal will be an application for both tech review project and the building permit application



## Step 4

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 5

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 6

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 \*

### 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 7

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 \*

Below Grade Construction \*

### Step 8

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 (ft<sup>2</sup>) \*

2nd Floor Area (ft<sup>2</sup>) \*

3rd Floor and Above Area (ft<sup>2</sup>) \*

Basement Area Finished (ft<sup>2</sup>) \*

Basement Area Unfinished (ft<sup>2</sup>) \*

Total Construction Area (ft<sup>2</sup>) \*

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 9

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.

---

#### 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 10

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.

### 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 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.



## 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)

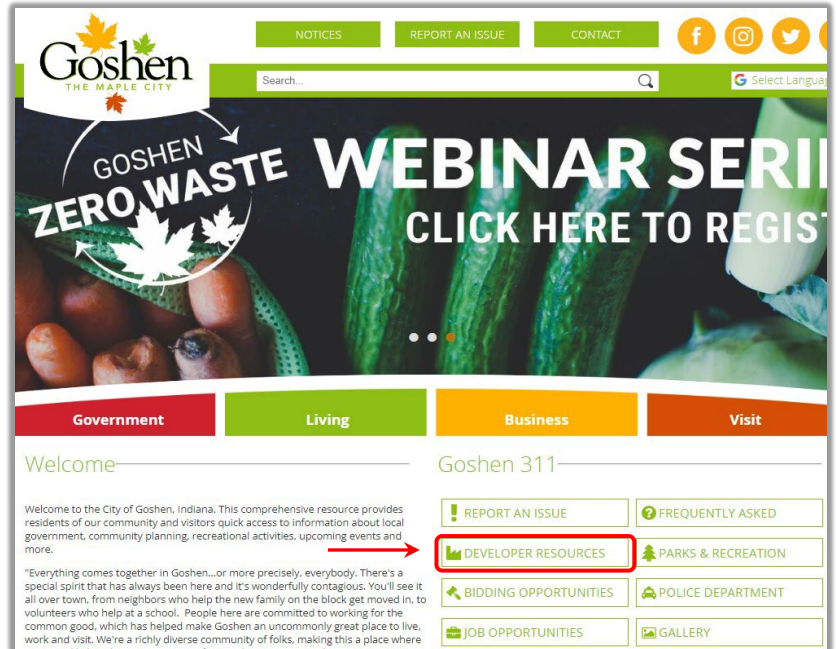
**Note:** If you do not receive this 'Congratulations' message after selecting submit, the application may have timed out while you were trying to upload the documents. Before the system times out, the project is saved. You can reopen it by selecting *Your Items* from the homepage and selecting *Edit* under the address of the application. Finish entering details or uploading documents that may not have saved before the system timed out, 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.

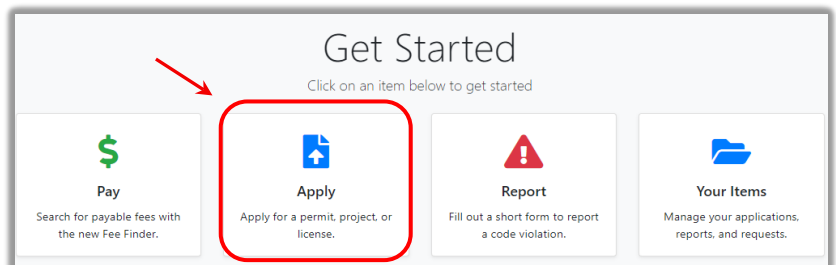
## Step 1

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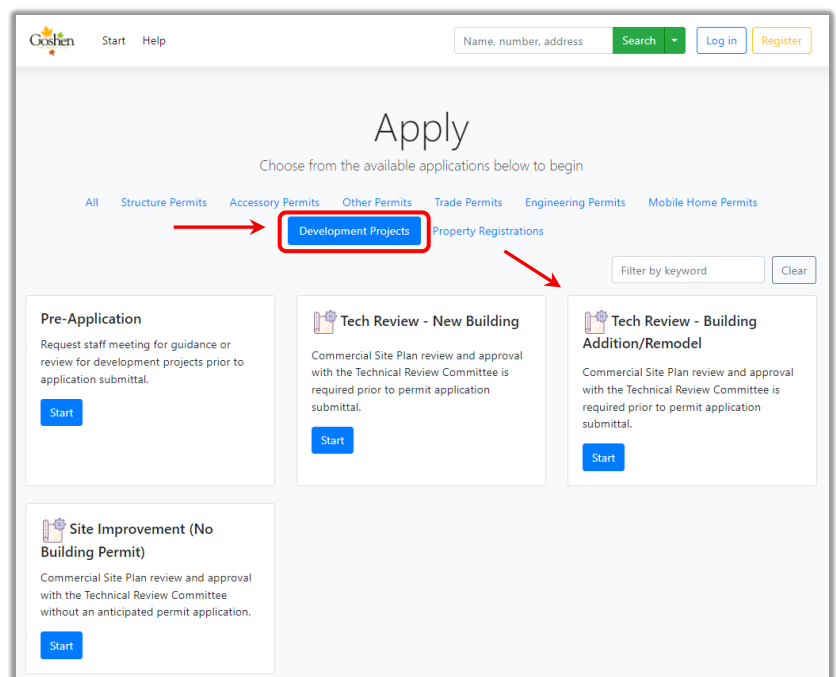
## Step 2

From the portal homepage select *Apply*.



## Step 3

You can filter the permit types by selecting *Development Projects* then select *Tech Review - Building Addition/Remodel*. This submittal will be an application for both tech review project and the remodel permit application.



## Step 4

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 5

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 \*

**Description**

Type a description for this permit here.

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

## Step 6

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, simply select N/A. 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 \*

Indiana Form 393 \*

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 7

The next page has some questions regarding the proposed scope of work.

#### A. General - A02 Scope of Work

Occupancy Group \*

A-1 Assembly Theaters witho ▾

Construction Type \*

IA ▾

### Step 8

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

#### A. General - A03 Construction

Contract Construction Value \*

1st Floor Area (ft<sup>2</sup>) \*

2nd Floor Area (ft<sup>2</sup>) \*

3rd Floor and Above Area (ft<sup>2</sup>) \*

Basement Area Finished (ft<sup>2</sup>) \*

Basement Area Unfinished (ft<sup>2</sup>) \*

Total Construction Area (ft<sup>2</sup>) \*

0

Construction Height (ft) \*

### Step 9

Enter the Occupant/Business Name as well as the total land disturbance and a name for the project.

#### A. General - A04 Review

Occupant / Business Name \*

Annex Building

Please specify the name of the tenant, occupant, or business at the location for this permit.

#### A. General - A07 Questionnaire

Certificate of Occupancy Request

Yes No

Indicate whether you would like a Certificate of Occupancy to be generated upon completion of all final inspections. If yes, a \$36 Certificate of Occupancy fee will be applied to this permit.

Total Land Disturbance Area (acre) \*

Project Name

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

## Step 10

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.

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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)

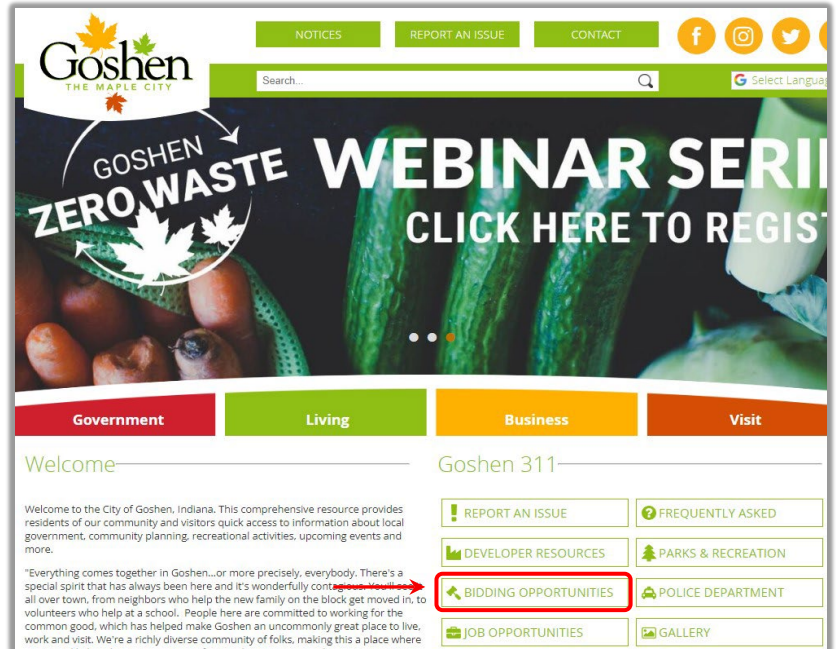
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# Site Improvements Only

Do you have a site improvement project or a utility plan to submit that will not require a building permit? No worries, we have a 'Site Improvements Only' submittal process which will be the same whether the project requires technical review or not.

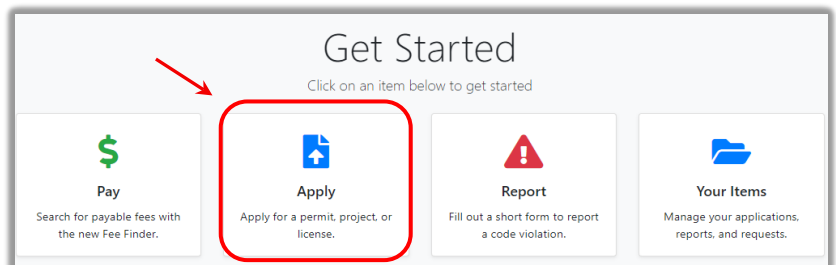
## Step 1

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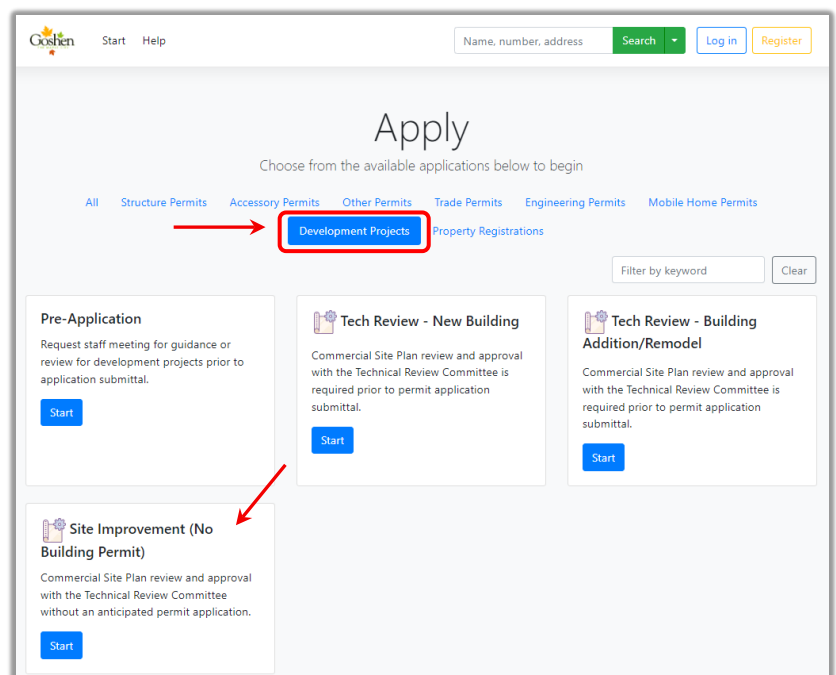
## Step 2

From the portal homepage select *Apply*.



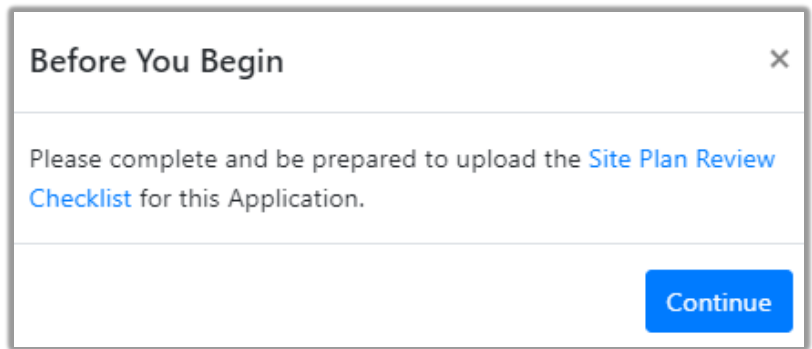
## Step 3

You can filter the permit types by selecting *Development Projects* then select *Site Improvement (No Building Permit)*.



## Step 4

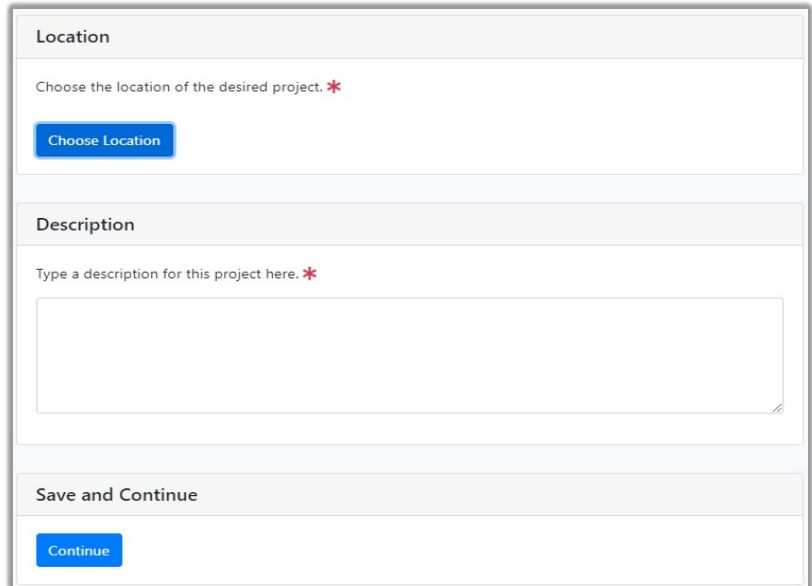
A 'Before You Begin' pop up will show stating that you will be required to upload a checklist for technical review submittals. Download the checklist if you do not already have it, then select *Continue*.



The screenshot shows a modal window titled "Before You Begin" with a close button (X) in the top right corner. The main text reads: "Please complete and be prepared to upload the [Site Plan Review Checklist](#) for this Application." A blue "Continue" button is located in the bottom right corner.

## Step 5

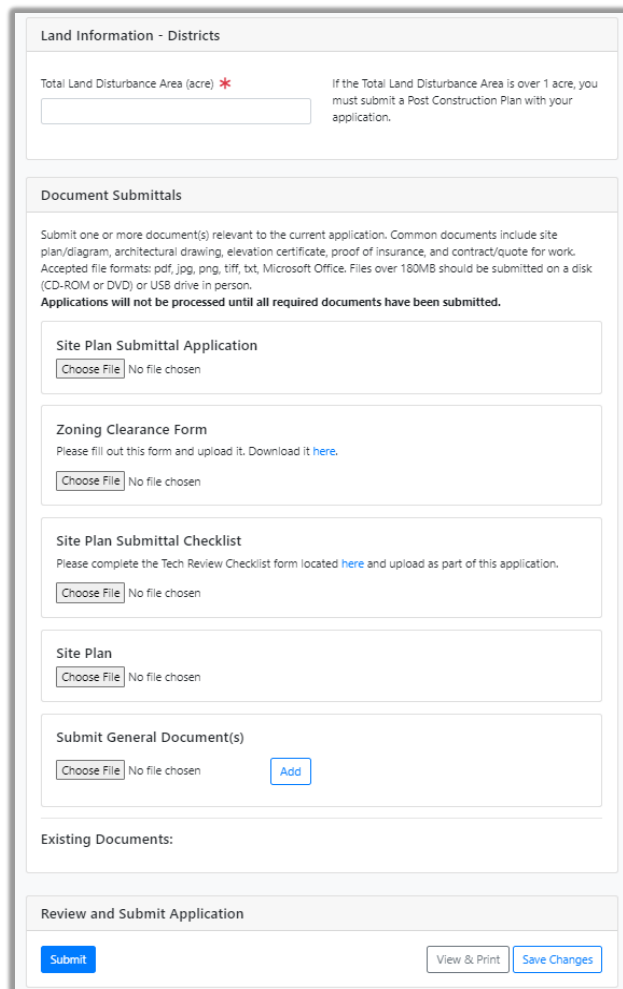
Enter the location of the proposed project as well as a description.



The screenshot shows two sections of a form. The "Location" section has a label "Choose the location of the desired project. \*", a "Choose Location" button, and a text input field. The "Description" section has a label "Type a description for this project here. \*", a large text area, and a "Save and Continue" section with a "Continue" button at the bottom.

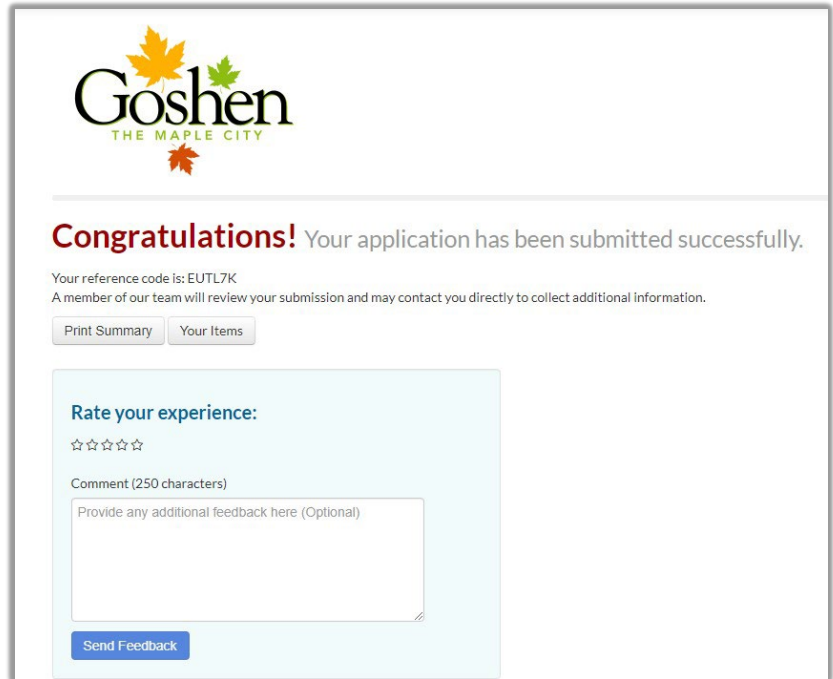
## Step 6

Enter the projected total land disturbance. If less than 1-acre, simply enter 0. Upload a full set of plans and any other documents that might be required or helpful before selecting *Submit*.



The screenshot shows a form with several sections. "Land Information - Districts" includes a "Total Land Disturbance Area (acre) \*" input field and a note: "If the Total Land Disturbance Area is over 1 acre, you must submit a Post Construction Plan with your application." "Document Submittals" includes instructions and a warning: "Applications will not be processed until all required documents have been submitted." It lists several document types with "Choose File" buttons: "Site Plan Submittal Application", "Zoning Clearance Form", "Site Plan Submittal Checklist", and "Site Plan". There is also an "Add" button for "Submit General Document(s)". At the bottom, there is an "Existing Documents:" section and a "Review and Submit Application" section with "Submit", "View & Print", and "Save Changes" buttons.

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.



**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 system times out, the project is saved. You can reopen it by selecting *Your Items* from the homepage and selecting *Edit* under the address of the application. Finish entering details or uploading documents that may not have saved before the system timed out, then select *Submit* again.