



St. Joseph County | City of South Bend BUILDING DEPARTMENT NEW HOME PERMIT APPLICATION

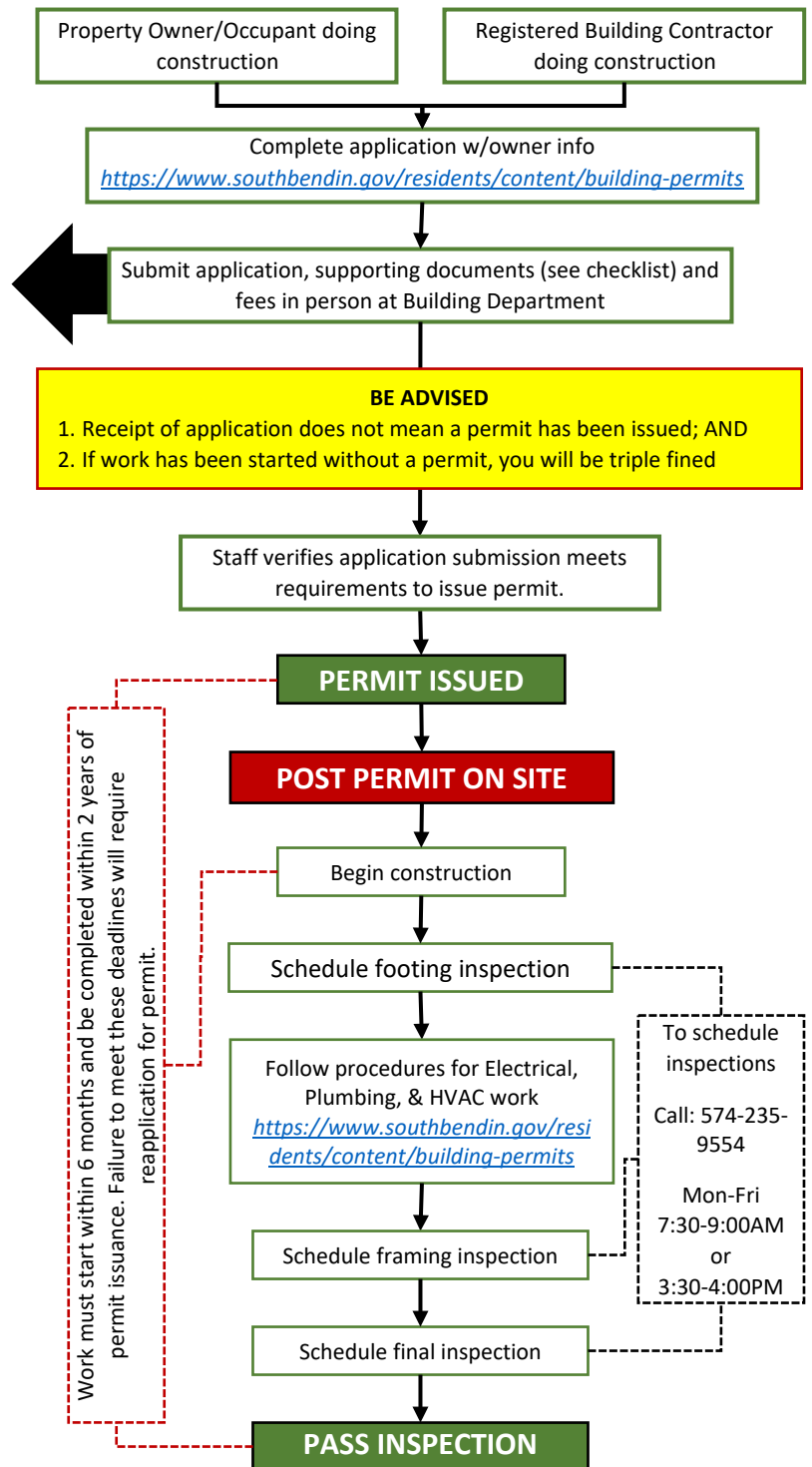
NOT FOR MANUFACTURED OR MODULAR HOMES

NEW HOME PERMIT CHECKLIST

1. Completed Application
2. Septic and well permits from the St. Joseph County Health Department or Utility Verification Form from the South Bend Permit Office, Engineering Division
3. Site plan showing size of property
 - a. size and location of dwelling on the property
 - b. size and location of any other proposed structures
 - c. location of septic and well
 - d. If parcel is under 3 acres, it must be drawn to an engineer scale, such as 1":20'
 - e. An example site plan can be found here: <https://southbendin.gov/wp-content/uploads/2018/08/Example-of-Site-Plan.pdf>
4. Special use/exception and/or variance approval document(s) if applicable.
5. Driveway permit from the St. Joseph County Engineering Department, if County
6. Legal lot of record in accordance to the St. Joseph County Zoning and Subdivision Ordinances, and should be checked with the Building Department prior to obtaining ownership of the property.
7. Cost of labor and materials, not including lot cost. (on application form)
8. Size of dwelling including dimensions of basement, second floor, garage(s), porches, and decks over 30" above grade. (on application form)
9. Building contractor
10. Energy Code Certification
11. For finished basement applicable affidavit sign by property owner
12. Application fee ****SEE FEE SCHEDULE FOR APPLICABLE PERMIT FEES**

USEFUL LINKS

- ✓ Residential Permitting Steps: <https://southbendin.gov/wp-content/uploads/2018/08/ResidentialPermitting-Process.pdf>
- ✓ Special Exceptions & Setback requirements in the CITY <http://sjcindiana.com/998/City-of-South-Bend>
- ✓ Special Uses & Setback requirements in the COUNTY <http://sjcindiana.com/383/St-Joseph-Zoning-Ordinance>
- ✓ Variance AND Special Use/Exception applications <http://www.sjcindiana.com/apc>
- ✓ Flood Plain and Wetlands <http://www.southbendin.gov/government/content/flood-plains-wetlands>
- ✓ Historic Properties <http://stjocogis.maps.arcgis.com/apps/PublicInformation/index.html?appid=fe6f472405f14b468e2f983c83ecbba1>



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NEW HOME PERMIT APPLICATION NOT FOR MANUFACTURED OR MODULAR HOMES
 ST. JOSEPH COUNTY | CITY OF SOUTH BEND | BUILDING DEPARTMENT

APPLICANT INFORMATION

APPLICANT: _____ **ORG/BUSINESS:** _____

PHONE: _____ **EMAIL:** _____

ADDRESS: _____
 Address City State Zip

PROPERTY OWNER: _____

PHONE: _____ **EMAIL:** _____

ADDRESS: _____
 Address City State Zip

PROJECT CONTACT (IF DIFFERENT THAN APPLICANT) _____ **EMAIL:** _____

PROPERTY INFORMATION

ADDRESS: _____
 Address City Zip Township

 Lot Number Subdivision

ZONING: _____ **VARIANCE, SPECIAL USE/ EXCEPTION APPROVAL** N/A YES _____
 Zoning Approval Date

OVERLAY: YES NO **DESIGN APPROVAL** N/A YES _____
 Approval Date

FLOODPLAIN: Yes No **WETLANDS:** Yes No **WELLHEADS:** Yes No
DESIGN/NNZO: Yes No **HISTORIC DISTRICT:** Yes No

PROJECT INFORMATION

TOTAL VALUATION \$ _____ **TOTAL SQ/FT:** _____

BUILDING SIZE: _____
 1st Floor (sq/ft) 2nd Floor (sq/ft) Height (ft) Unfinished Basement (sq/ft) Finished Basement (sq/ft) Garage (sq/ft) Porch/Deck over 30" high and/or covered (sq/ft)

PARCEL SIZE: _____
 Area (sq/ft) Length (ft) Width (ft) Other (ft)

BUILDING SET BACKS: _____
 Front Lot Line (ft) Side Lot line (ft) Side Lot line (ft) Rear lot line (ft) Other (ft)



CONTRACTORS

All contractors must be licensed and/or registered with our department. For more information on this go to <http://www.southbendin.gov/government/content/contractor-licenses-0>

BUILDING: _____ (REQUIRED ON THIS APPLICATION)

- *The property owner is allowed to list themselves as the contractor.*

ELECTRICAL: _____ (NOT REQUIRED UNTIL APPLICATION FOR ELECTRICAL PERMIT)

PLUMBING: _____ (NOT REQUIRED UNTIL APPLICATION FOR PLUMBING PERMIT)

HVAC/AC: _____ (NOT REQUIRED UNTIL APPLICATION FOR HVAC/AC PERMIT)

OTHER: _____ (NOT REQUIRED UNTIL APPLICATION FOR APPLICABLE PERMIT)

- *Electrical, HVAC and plumbing work needs to be done by contractors licensed and/or registered with our department.*
- *Property owners who also occupy the property may do their own electric, plumbing, and HVAC upon signing an affidavit assuming the responsibility and committing to residing in the residence for at least a year following permit issuance.*
- *If the property is for sale or rent- registered contractors must perform electric, plumbing, and HVAC work and purchase their own work permits.*

I certify the above to be a true and accurate to the best of my knowledge.

APPLICANT SIGNATURE

DATE

PRINT NAME

**VERIFY CONTACT
 IF DIFFERENT THAN APPLICANT**

EMAIL

PHONE