

**ACCESORY STRUCTURE BUILDING PERMIT (RESIDENTIAL)**  
**ST. JOSEPH COUNTY/SOUTH BEND BUILDING DEPARTMENT**  
**(INCLUDES POOLS)**

**APPLICANT INFORMATION**

**DATE:** \_\_\_\_\_

**OWNER:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_  
 Address

\_\_\_\_\_ City

\_\_\_\_\_ State

\_\_\_\_\_ Zip

**APPLICANT:** \_\_\_\_\_

**ORG/BUSINESS:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_  
 Address

\_\_\_\_\_ City

\_\_\_\_\_ State

\_\_\_\_\_ Zip

**PROPERTY INFORMATION**

**ADDRESS:** \_\_\_\_\_  
 Address

\_\_\_\_\_ City

\_\_\_\_\_ Zip

\_\_\_\_\_ Township

**ZONING:** \_\_\_\_\_  
<http://goo.gl/QRcUSH>  
 Zoning

VARIANCE, SPECIAL USE/EXCEPTION  
 APPROVAL (IF APPLICABLE)

\_\_\_\_\_ Approval Date

**FLOODPLAIN:** Yes No

**WETLANDS:** Yes No

**WELLHEADS:** Yes No

**DESIGN/NNZO:** Yes No

**HISTORIC DISTRICT:** Yes No

**SEWAGE/WATER** Yes No

- Confirm if special exception in the CITY visit <http://www.stjosephcountyindiana.com/departments/Areaplan/ordinancesb.htm>
- Confirm if special use in the COUNTY visit [http://www.stjosephcountyindiana.com/departments/Areaplan/new/ordinances\\_zoning\\_county.htm](http://www.stjosephcountyindiana.com/departments/Areaplan/new/ordinances_zoning_county.htm)
- To confirm if you're in a flood plain or wetland visit <http://www.southbendin.gov/government/content/flood-plains-wetlands>

**PROJECT INFORMATION**

**TOTAL VALUATION:** \$ \_\_\_\_\_

**TOTAL SQ/FT:** \_\_\_\_\_

**PROJECT TYPE:** ACCESSORY BUILDING POOL (Over 42" deep) OTHER \_\_\_\_\_  
 Describe

**PROJECT SIZE:** \_\_\_\_\_  
 Accessory Building (sq/ft) Pool (sq/ft) Other (sq/ft)

**EXISTING STRUCTURES:** \_\_\_\_\_  
 Primary Structure (sq/ft) Accessory Buildings (sq/ft) Other (sq/ft)

**PARCEL SIZE:** \_\_\_\_\_  
 Area (sq/ft) Length (ft) Width (ft) Other (ft)

**ACCESORY SET BACKS:** \_\_\_\_\_  
 Front Lot Line (ft) Side Lot line (ft) Side Lot line (ft) Rear lot line (ft) Other (ft)

- Verify setbacks in the CITY for your zone here <http://www.stjosephcountyindiana.com/departments/Areaplan/ordinancesb.htm>
- Verify setbacks in the COUNTY for your zone here [http://www.stjosephcountyindiana.com/departments/Areaplan/new/ordinances\\_zoning\\_county.htm](http://www.stjosephcountyindiana.com/departments/Areaplan/new/ordinances_zoning_county.htm)
- For variance information visit <http://www.southbendin.gov/government/content/area-board-zoning-appeals-abza>

APPLICATION FOR ACCESSORY BUILDING PERMIT (RESIDENTIAL)

CONTRACTORS

All contractors must be licensed and 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)

OTHER: \_\_\_\_\_ (NOT REQUIRED UNTIL APPLICATION FOR APPLICABLE PERMIT)

OTHER: \_\_\_\_\_ (NOT REQUIRED UNTIL APPLICATION FOR APPLICABLE PERMIT)

- Property owners who also occupy the property may do their own electric, plumbing, and HVAC also- a signed affidavit assuming responsibility and one (1) year occupancy is required upon issuance
- If the property is for sale or rent- registered contractors must perform electric, plumbing, and HVAC work (these contractors must 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

RESIDENTIAL ACCESSORY APPLICATION CHECKLIST

1. Completed Application
2. Site plan showing size of property, size and location of all structures on property, and size and location of accessory structure being planned. If parcel is under 3 acres, it must be drawn to scale.
3. Special use/exception and/or variance approvals if applicable
4. Location of septic system and well on property.
5. Cost of labor and materials. This is for the total project including any mechanicals. (on application form)
6. All applicable contractors involved in the project-building, electrical, plumbing, and HVAC. (on application form)
7. Application fee \*\*SEE FEE SCHEDULE FOR APPLICABLE PERMIT FEES