

# APPLICATION FOR COMMERCIAL BUILDING PERMIT

## ST. JOSEPH COUNTY/SOUTH BEND BUILDING DEPARTMENT

STATE PROJECT NO. \_\_\_\_\_

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

### APPLICANT INFORMATION

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

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

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

ADDRESS: \_\_\_\_\_  
Address City State Zip

APPLICANT: \_\_\_\_\_ ORG/BUSINESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
Address City State Zip

PROJECT CONTACT  
 (IF DIFFERENT THAN APPLICANT) \_\_\_\_\_ EMAIL: \_\_\_\_\_

### PROPERTY INFORMATION

ADDRESS: \_\_\_\_\_  
Address City Zip Township

ZONING: \_\_\_\_\_  
<http://goo.gl/QRcUSH> Zoning SPECIAL USE/EXCEPTION APPROVAL (IF APPLICABLE) Approval Date

OVERLAY: \_\_\_\_\_  
<http://goo.gl/y3chB4> YES NO DESIGN 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>
- To confirm if you're in a design/NNZO district visit <http://www.southbendin.gov/residents/content/overlay-districts>

<b>FOR OFFICE USE ONLY</b>	CONST CODE	OCCUPANCY CODE	CONST TYPE
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### PROJECT INFORMATION

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

PROJECT TYPE: NEW ADDITION DEMOLITION

BUILDING SIZE: \_\_\_\_\_  
1<sup>st</sup> Floor (sq/ft) 2nd Floor (sq/ft) 3rd Floor (sq/ft) Basement (sq/ft) Other Floor (sq/ft)

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

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>

**PROJECT INFORMATION CONT'**

FENCING AS REGULATED BY ORDINANCE

Yes No N/A

VARIANCE APPROVAL

Approval Date

**FENCING:**

DESCRIBE VARIANCE (IFAPPLICABLE)

- Fence regulations in the CITY for your zone here <http://www.stjosephcountyindiana.com/departments/Areaplan/ordinancesb.htm>
- Fence regulations 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>

LANDSCAPING AS REQUIRED BY ORDINANCE

Yes No N/A

VARIANCE APPROVAL

Approval Date

**LANDSCAPING:**

DESCRIBE VARIANCE (IFAPPLICABLE)

- To confirm the type of landscaping required in the CITY visit <http://goo.gl/5O3XIT>
- To confirm the type of landscaping required in the COUNTY visit <http://goo.gl/DBYMkI>
- For variance information visit <http://www.southbendin.gov/government/content/area-board-zoning-appeals-abza>

PARKING AS REQUIRED BY ORDINANCE

Yes No N/A

VARIANCE APPROVAL

Approval Date

**PARKING:**

DESCRIBE VARIANCE (IFAPPLICABLE)

- Verify parking requirements in the CITY visit <http://goo.gl/BdKyIV>
- Verify parking requirements in the COUNTY visit <http://goo.gl/Pnh5Gn>
- For variance information visit <http://www.southbendin.gov/government/content/area-board-zoning-appeals-abza>

LOADING AS REQUIRED BY ORDINANCE

Yes No N/A

VARIANCE APPROVAL

Approval Date

**LOADING:**

DESCRIBE VARIANCE (IFAPPLICABLE)

- Verify loading requirements in the CITY visit <http://goo.gl/IEJaoR>
- Verify parking requirements in the COUNTY visit <http://goo.gl/ONu3cm>
- For variance information visit <http://www.southbendin.gov/government/content/area-board-zoning-appeals-abza>

AS REGULATED BY ORDINANCE

Yes No N/A

VARIANCE APPROVAL

Approval Date

**OUTDOOR PATIO:**

DESCRIBE VARIANCE (IFAPPLICABLE)

- Patio regulations in the CITY for your zone here <http://www.stjosephcountyindiana.com/departments/Areaplan/ordinancesb.htm>
- Patio regulations 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>

AS REGULATED BY ORDINANCE

Yes No N/A

VARIANCE APPROVAL

Approval Date

**OUTDOOR STORAGE:**

DESCRIBE VARIANCE (IFAPPLICABLE)

- Storage regulations in the CITY <http://www.stjosephcountyindiana.com/departments/Areaplan/ordinancesb.htm>
- Storage regulations in the COUNTY [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>

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**CONTRACTORS**

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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:** \_\_\_\_\_  
**ELECTRICAL:** \_\_\_\_\_  
**PLUMBING:** \_\_\_\_\_  
**HEATING:** \_\_\_\_\_  
**OTHER:** \_\_\_\_\_  
**OTHER:** \_\_\_\_\_  
**OTHER:** \_\_\_\_\_

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

\_\_\_\_\_  
**APPLICANT SIGNATURE**

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

\_\_\_\_\_  
**PRINT NAME**

\_\_\_\_\_  
**VERIFY PLAN REVIEW CONTACT  
IF DIFFERENT THAN APPLICANT**

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

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

**COMMERCIAL DEVELOPMENT APPLICATION CHECKLIST**

<input type="checkbox"/>	Application
<input type="checkbox"/>	Owner Affidavit
<input type="checkbox"/>	Site Plan showing location of all buildings, setbacks, landscaping, parking, etc.
<input type="checkbox"/>	Special use/exception and/or variance approvals if applicable
<input type="checkbox"/>	Construction plans as per the list below
<input type="checkbox"/>	Application fee **SEE FEE SCHEDULE FOR APPLICABLE PERMIT FEES

## PLAN SUBMISSION

The State of Indiana requires a State Plan Review based on qualifying parameters. Certain types of structures, detached structures 500 square feet or less, attached structures 300 square feet or less, plumbing work that does not exceed 5 fixtures, and projects with less than 100 linear feet of non load-bearing partitions, can usually be handles with just a local Plan Review.

We have County Plan Reviews on Wednesday mornings and City Plan Reviews on Thursday mornings. Please submit a digital copy of the plans in addition to a hard copy if possible. If you are required to submit to the State, please supply us with a complete set of prints “as submitted” to the State. The State requirements are as follows:

1. **Site Plan** – showing all setbacks, existing buildings, street widths and easements, septic and well or sewer and water lines location, landscaping, parking spaces with calculations, drainage plan with calculations.
2. **Foundation and Basement Plans** and details.
3. **Floor Plans** – dimensioned for each floor
4. **Fire and Safety Plan** – showing graphically or by legend the location and rating of building elements such as area separation walls, smoke barriers, fire-resistive corridor walls, stair enclosures, shaft enclosures and horizontal exits.
5. **Exterior Walls** – elevations and adjacent ground elevations
6. **Sections and Details** – walls, floors and roof, showing dimensions and materials.
7. **Structural Plans** – and elevations showing size and location of all members, truss designs showing all connection details, stress calculations and loading.
8. **Room Finish Schedule** – for walls, ceilings and floors
9. **Door Schedule** – showing material, size, thickness and fire rating.
10. **Electrical Plans** – diagrams, details and grounding of service entrance and power or lighting information required for energy conservation.
11. **Plumbing Plans** – showing location of fixtures, risers, drains and isometrics.
12. **Mechanical Plans** – showing location and size of ductwork, equipment, fire dampers, smoke dampers and equipment schedules showing capacity.
13. **Fire Protection Plan** – (if required) showing type of system, location of sprinkler heads, standpipes, hose connections, fire pumps, riser and hanger details.
14. **Site lighting plan** – photometric plan.

After our local plan Review, you will be contacted regarding the status of the review and any further requirements. Please provide an email address in addition to phone number. After the County Plan Review, the site plan will be forwarded to the St. Joseph County Engineering Department for their approval of the drainage plans. Once we have all of the information and approvals described in this document, we will issue a permit.

If you have any questions regarding this process, please feel free to contact us.

**St. Joseph County/South Bend Building Department – (574) 235-9554**

**ST. JOSEPH COUNTY/SOUTH BEND  
BUILDING DEPARTMENT**

**COMMERCIAL BUILDING A F F I D A V I T**

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

I, \_\_\_\_\_, have legal holdings at  
PROPERTY OWNER

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_.  
ADDRESS CITY STATE ZIP

on which the proposed COMMERCIAL DEVELOPMENT is to occur; and have read and agree to the following:

1. St. Joseph County and City of South Bend shall be held harmless from any claims, damages, liabilities, losses, actions, suits, or judgments which may be brought, presented, sustained, or obtained against the County or City or its officials because of negligence of the property owner, contractor, or his/her agents, or by reasons of defects in the construction, or damages resulting from the collapse or failure of any structure related to this application.
  
2. The owner or his/her agent shall maintain the site as approved by the St. Joseph County and City of South Bend approving authority. Should the owner fail to maintain the site as outlined herein within forty-five (45) days after written notice, the County or City may issue fines as per the respective zoning ordinance.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_  
DAY MONTH YEAR

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
MAILING ADDRESS

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
CITY STATE ZIP

\_\_\_\_\_  
PHONE

\_\_\_\_\_  
EMAIL