



**MODULAR HOME BUILDING PERMIT**

**PROJECT INFORMATION (CONT')**

**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)

- 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>

**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)

- 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

\_\_\_\_\_  
VERIFY CONTACT (If different than applicant)

\_\_\_\_\_  
EMAIL

\_\_\_\_\_  
PHONE

**MODULAR HOME APPLICATION CHECKLIST**

1. Completed Application
2. Septic and well permits from the St. Joseph County Health Department or sewer and/or water permit from the South Bend Engineering Department
3. Site plan showing size of property, size and location of dwelling on the property, and location of septic and well. If parcel is under 3 acres, it must be drawn to scale
4. Special use/exception and/or variance approvals 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. All contractors involved in the project-building, electrical, plumbing, and HVAC. (on application form)
10. Application fee \*\*SEE FEE SCHEDULE FOR APPLICABLE PERMIT FEES