

NEW RESIDENTIAL BUILDING PERMIT
ST. JOSEPH COUNTY/SOUTH BEND BUILDING DEPARTMENT
(NOT FOR MANUFACTURED/MODULAR HOMES)

APPLICANT INFORMATION

DATE: _____

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

Lot Number

Subdivision

ZONING:

<http://goo.gl/ORcUSH>

Zoning

VARIANCE, 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

• 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>

PROJECT INFORMATION

TOTAL VALUATION: \$ _____

TOTAL SQ/FT: _____

BUILDING SIZE:

1st Floor
(sq/ft)

2nd Floor
(sq/ft)

Unfinished
Basement (sq/ft)

Finished
Basement (sq/ft)

Other
(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)

• 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

• 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)

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

**VERIFY CONTACT
IF DIFFERENT THAN APPLICANT**

EMAIL

PHONE

NEW RESIDENTIAL DEVELOPMENT 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. Energy Code Certification
11. Application fee ****SEE FEE SCHEDULE FOR APPLICABLE PERMIT FEES**