

**RENOVATION PERMIT APPLICATION (RESIDENTIAL)  
ST. JOSEPH COUNTY/SOUTH BEND BUILDING DEPARTMENT  
(INLCUDING WINDOWS, SIDING & ROOFING)**

**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

**DESIGN/NNZO:** Yes No

**HISTORIC DISTRICT:** 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 design/NNZO district visit <http://www.southbendin.gov/residents/content/overlay-districts>

**PROJECT INFORMATION**

**PROJECT TYPE:** GENERAL RENOVATIONS ROOFING SIDING BASEMENT

**PROJECT COST:** \$ \_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_  
General Renovations Roofing Siding Basement

**BASEMENT RENOAVTIONS:** \_\_\_\_\_  
# OF BEDROOMS

- If work is being done in the basement you are required to provide plans showing the proposed construction.
- If bedrooms are included in your basement renovation you are required to include egress windows as per the building code.

- 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>

**RENOVATION BUILDING PERMIT APPLICATION (RESIDENTIAL)**

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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:** \_\_\_\_\_ (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 RENOVATION APPLICATION CHECKLIST**

1. Completed Application
2. Special use/exception and/or variance approvals if applicable
3. Cost of labor and materials (on application form)
4. All contractors involved in the project-building, electrical, plumbing, and HVAC. (on application form)
5. Plans of basement work if applicable.
6. Application fee **\*\*SEE FEE SCHEDULE FOR APPLICABLE PERMIT FEES**