

## **RESIDENTIAL PERMITS**

### **REMODELING:** (including roofing, siding, and windows)

1. Owner's name, address, and telephone number
2. Address of property work being done, if different from owner's
3. Contractor performing work
4. Cost of work when completed
5. Electrician, plumber, and HVAC contractors involved, where applicable

### **ADDITIONS:** (including unattached garages and sheds)

1. Owner's name, address, and telephone number
2. Address of property work being performed, if different than owner's
3. Site plan showing size of property, size and location of all structures on property, and size and location of addition being planned. If parcel is under 3 acres, it must be drawn to scale.
4. Contractor performing work
5. Cost of work when completed (total project including any mechanicals)
6. Electrician, plumber, and HVAC contractors involved, where applicable

### **NEW CONSTRUCTION – DWELLINGS:**

1. Septic and well permits from the St. Joseph County Health Department or sewer and/or water permit from the South Bend Engineering Department
2. Driveway permit from the St. Joseph County Engineering Department, if County
3. 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.
4. Site plan showing size of property and size and location of dwelling on the property. If parcel is under 3 acres, it must be drawn to scale. The septic system must be shown on the site plan.
5. Owner's name, address, and telephone number.
6. Value of house when completed
7. Size of dwelling including dimensions of basement, second floor, garage(s), porches, and decks over 30" above grade.
8. All contractors involved in the project-building, electrical, plumbing, and HVAC.

### **CITY ONLY:**

If the new dwelling is being located in the Northeast Neighborhood Development Overlay District, it must go through plan review and will have an additional charge.

### **NOTE:**

**All contractors, including sub-contractors, must be registered or licensed with our Department in order to perform work in St. Joseph County and the City of South Bend; with the exception that an owner-occupant of the residential dwelling may perform their own work.**