

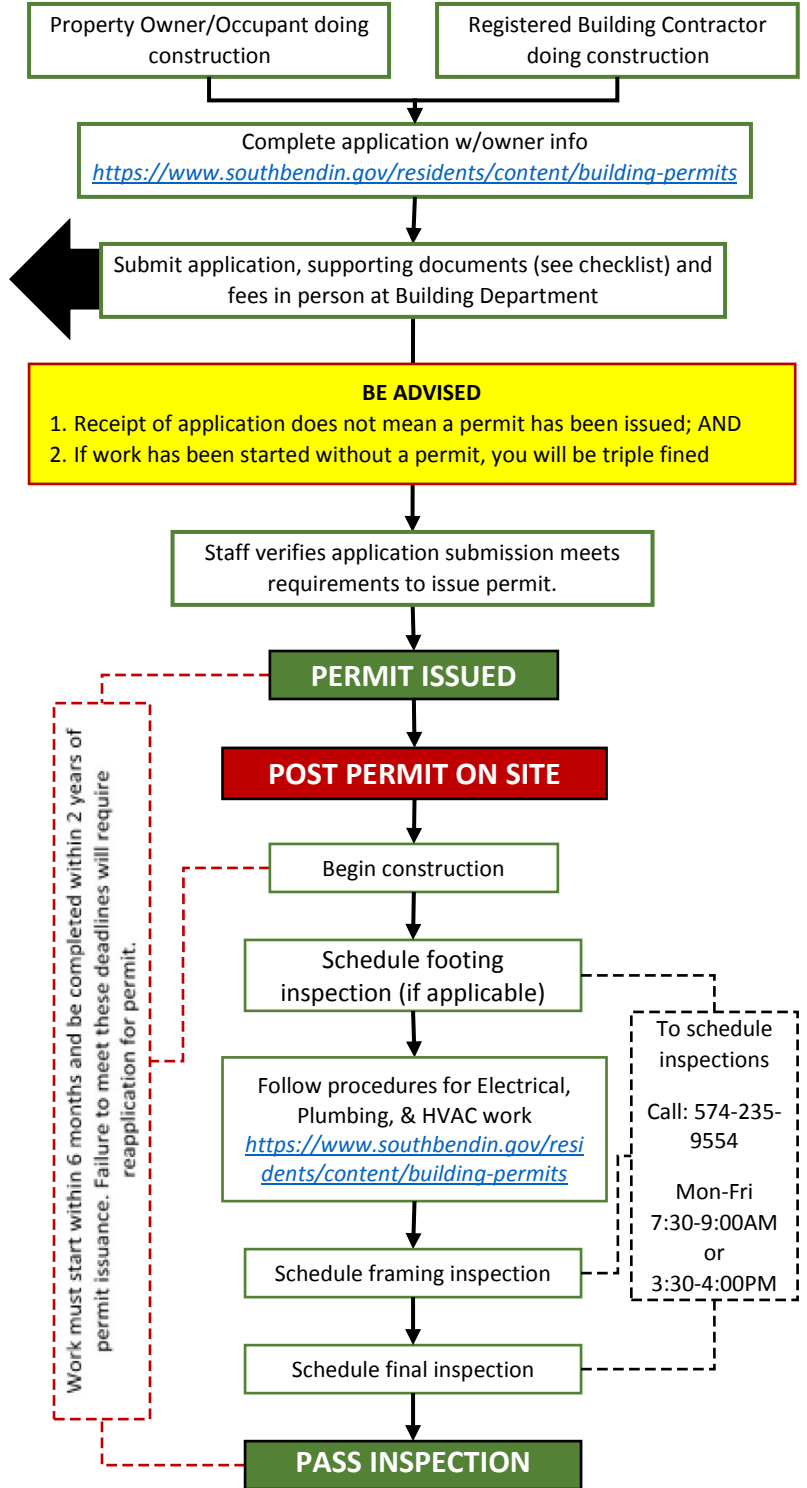
# St. Joseph County | City of South Bend BUILDING DEPARTMENT CITY HOME ADDITION PERMIT APPLICATION

## ADDITION PERMIT CHECKLIST

- 1. Completed Application
- 2. Site plan showing size of property
  - a. size and location of dwelling on the property
  - b. size and location of any other proposed structures
  - c. location of septic and well
  - d. If parcel is under 3 acres, it must be drawn to an engineer scale, such as 1":20'
  - e. An example site plan can be found here: <https://southbendin.gov/wp-content/uploads/2018/08/Example-of-Site-Plan.pdf>
- 3. Special use/exception and/or variance approvals if applicable
- 4. Cost of labor and materials for project (on application form)
- 5. Size of dwelling including dimensions of basement, second floor, garage(s), porches, and decks over 30" above grade. (on application form)
- 6. All contractors involved in the project-building, electrical, plumbing, and HVAC. (on application form)
- 7. Energy Code Certification: <https://southbendin.gov/wp-content/uploads/2018/08/EnergyCodeComplianceProcessANDforms.pdf>
- 8. **\*Elevation plans showing Transparency- MUST INCLUDE WINDOW DIMENSIONS** (if adding a 2nd story or to the front/corner sides of property)
- 9. Application fee **\*\*SEE FEE SCHEDULE FOR APPLICABLE PERMIT FEES**

## USEFUL LINKS

- ✓ Residential Permitting Steps <https://southbendin.gov/wp-content/uploads/2018/08/ResidentialPermitting-Process.pdf>
- ✓ City of South Bend Zoning/Variance Applications <http://southbendin.gov/zoning>
- ✓ St. Joseph County Zoning/Variance Applications <http://www.sjcindiana.com/306/Division-of-Planning-Zoning>
- ✓ Flood Plain and Wetlands <http://www.southbendin.gov/government/content/flood-plains-wetlands>
- ✓ Historic Properties <http://stjocoqis.maps.arcgis.com/apps/PublicInformation/index.html?appid=fe6f472405f14b468e2f983c83ecbba1>





**HOME ADDITION PERMIT APPLICATION**  
 ST. JOSEPH COUNTY | CITY OF SOUTH BEND | BUILDING DEPARTMENT

**PAYMENT:**  
 CHECK # \_\_\_\_\_  
 CARD  
 CASH

**PROPOSED PROJECT ADDRESS:**

\_\_\_\_\_ Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_ Township

**PROPERTY OWNER:**

\_\_\_\_\_

**PHONE NUMBER:**

\_\_\_\_\_

**EMAIL:**

\_\_\_\_\_

**MAILING ADDRESS:**

\_\_\_\_\_ Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip

**PROPOSED ADDITION VALUATION: \$** \_\_\_\_\_

**TOTAL SQUARE FOOTAGE OF PROPOSED ADDITION:** \_\_\_\_\_

**PROPOSED ADDITION TO HOUSE:**

1 <sup>st</sup> Flr (sq/ft)	2nd Flr (sq/ft)	Porch/Deck over 30" high and/or covered (sq/ft)	Height (ft)	Basement (sq/ft)
_____	_____	_____	_____	_____

**\*IF ADDING BASEMENT SQUARE FOOTAGE,** please initial above that an appropriate means of egress/egress window already exists, or will be installed as a part of this addition, where applicable

**PROPOSED ADDITION TO GARAGE:**

Garage Addition (sq/ft)	Existing Garage (sq/ft)	Total Ground Floor (sq/ft)	Height (ft)
_____	_____	_____	_____

**VARIANCE, SPECIAL USE/ EXCEPTION APPROVAL DATE, IF APPLICABLE\*:** \_\_\_\_\_

**PROPOSED SETBACKS OF ADDITION:**

Front Lot Line (ft)	Side Lot line (ft)	Side Lot line (ft)	Rear lot line (ft)	Other (ft)
_____	_____	_____	_____	_____

**\*ALONG WITH SITE PLAN AND ENERGY CODE COMPLIANCE, BE SURE TO PROVIDE ELEVATION PLANS SHOWING TRANSPARENCY WHEN APPLICABLE (2ND STORY OR TOWARDS FRONT/CORNER OF LOT)**



**HOME ADDITION PERMIT APPLICATION**

ST. JOSEPH COUNTY | CITY OF SOUTH BEND | BUILDING DEPARTMENT

**BUILDING**

**CONTRACTOR:** \_\_\_\_\_ **OR** **OWNER AS CONTRACTOR**

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

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

**\*All contractors must be licensed and/or registered with our department. For more information on this go to <http://www.southbendin.gov/government/content/contractor-licenses-0>**

**\*Application must be signed below**

I certify the above to be true and accurate to the best of my knowledge.  
The Owner or Assignee obtaining this permit is responsible for determining the location of the property lines and conforming with the setback, height, and all other requirements of the Zoning Ordinance. Also, the restrictive covenant relating to the property may be more restrictive and should be checked.

The undersigned Owner or Assignee does hereby accept the above responsibility.

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

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

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

\_\_\_\_\_  
**ORG/BUSINESS OR OWNER**

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

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