



BUILDING DEPARTMENT

ST. JOSEPH COUNTY
NEW HOUSE PERMIT APPLICATION
(NOT FOR MODULAR OR MANUFACTURED HOUSES)

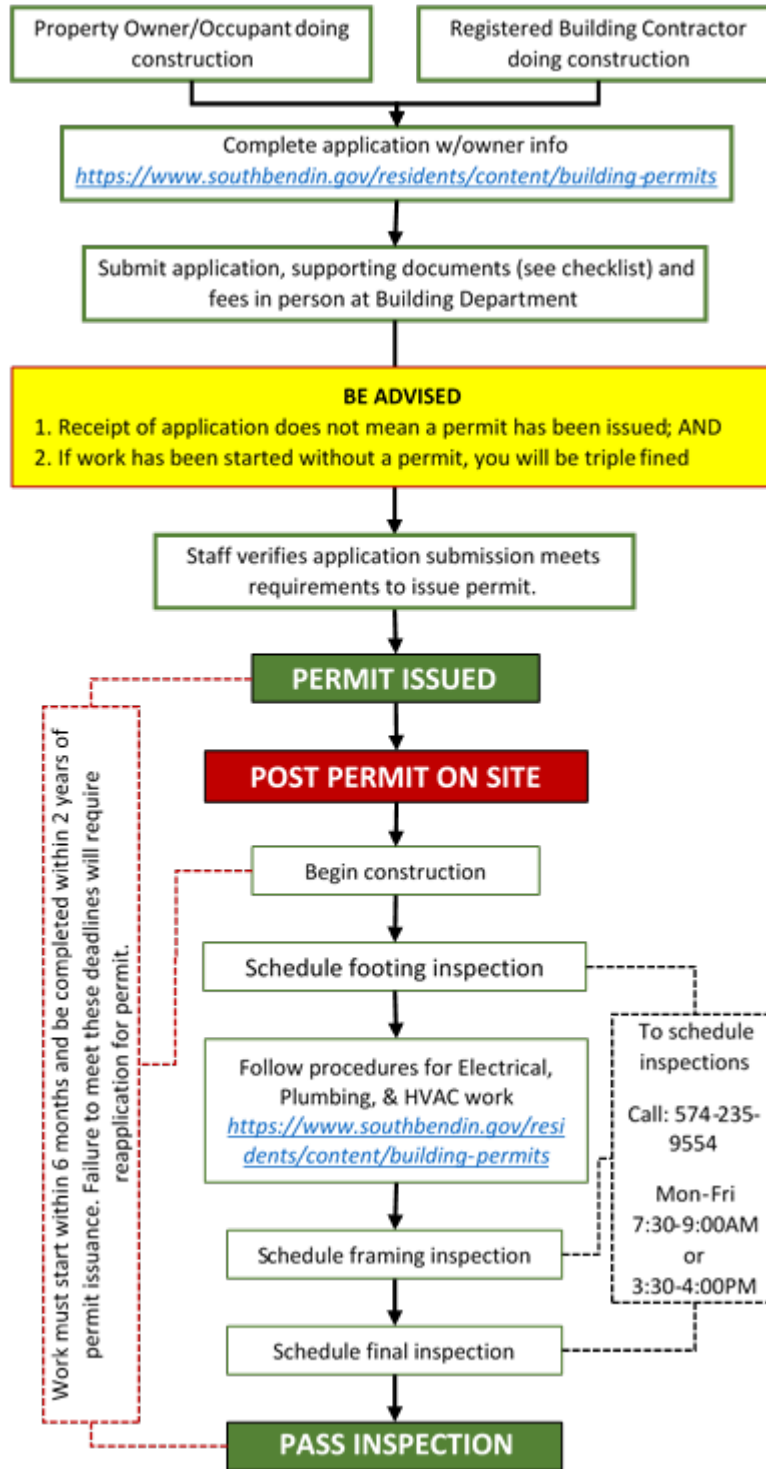
PERMIT CHECKLIST

- 1. Completed Application
2. Septic and well permits from the St. Joseph County Health Department or Utility Verification Form from City Engineering/Board of Public Works
3. Driveway permit from the St. Joseph County Engineering Department
4. Legal lot of record in accordance to the St. Joseph County Zoning and Subdivision Ordinances, should be checked with the Zoning Department prior to obtaining ownership of the property
5. Special use/exception and/or variance approvals if applicable
6. Energy Code Certification
7. Site Plan showing:
a. Aerial view of entire property, including property lines and abutting streets
b. If parcel is under 3 acres, it must be drawn to an engineer scale, such as 1":20'
c. Size and location of all structures existing on property
d. Location of septic and well
e. Size, type, and location of proposed structure, including anything over 30" above grade
f. Example: https://southbendin.gov/wp-content/uploads/2018/08/Example-of-Site-Plan.pdf
8. *Basement will include at least one Emergency Egress window or door (per IRC 310.1)
*PLEASE INITIAL [] OR NO BASEMENT []
9. Cost of labor and materials (on application form)
10. All applicable contractors involved in the project (on application form, must be licensed/registered)
11. 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
St. Joseph County Zoning Ordinance/Variance Applications:
- http://www.sjcindiana.com/306/Division-of-Planning-Zoning
Flood Plain Map:
- https://dnrmaps.dnr.in.gov/appsphp/fdms/
County Floodplain Regulations:
- https://www.sjcindiana.com/DocumentCenter/View/1418/Section-154290---FP-Floodplain-Regulations-

NEW HOUSE PERMIT APPLICATION PROCESS FOR COUNTY PROPERTIES



COUNTY NEW HOUSE PERMIT APPLICATION
ST. JOSEPH COUNTY | CITY OF SOUTH BEND | BUILDING DEPARTMENT

**PROPOSED
PROJECT
ADDRESS:**

_____	_____	_____	_____
Address	City	Zip	Township
_____	_____	_____	
Subdivision	Section of Subdivision	Lot Number	

PROPERTY OWNER: _____

PHONE NUMBER: _____ **EMAIL:** _____

MAILING ADDRESS: _____
Address City State Zip

PROPOSED NEW HOUSE VALUATION: \$ _____ **TOTAL SQUARE FOOTAGE:** _____

**PROPOSED
BUILDING**

SIZE:	_____	_____	_____	_____	_____	_____	
	1 st Floor (sq/ft)	2nd Floor (sq/ft)	Unfinished Basement (sq/ft)	Finished Basement (sq/ft)	Porches/Decks over 30" high and/or covered (sq/ft)	Garage (sq/ft)	Building Height (ft)

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

*PLEASE PROVIDE APPROVAL LETTER

***HAVE YOU INCLUDED:** EMERGENCY EGRESS IN BASEMENT *PLEASE INITIAL OR NO BASEMENT

**PROPOSED
BUILDING
SET BACKS:**

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

