



BUILDING DEPARTMENT

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

*IF APPLYING FOR A NEW DUPLEX, PLEASE COMPLETE 2 APPS (1 FOR EACH UNIT)

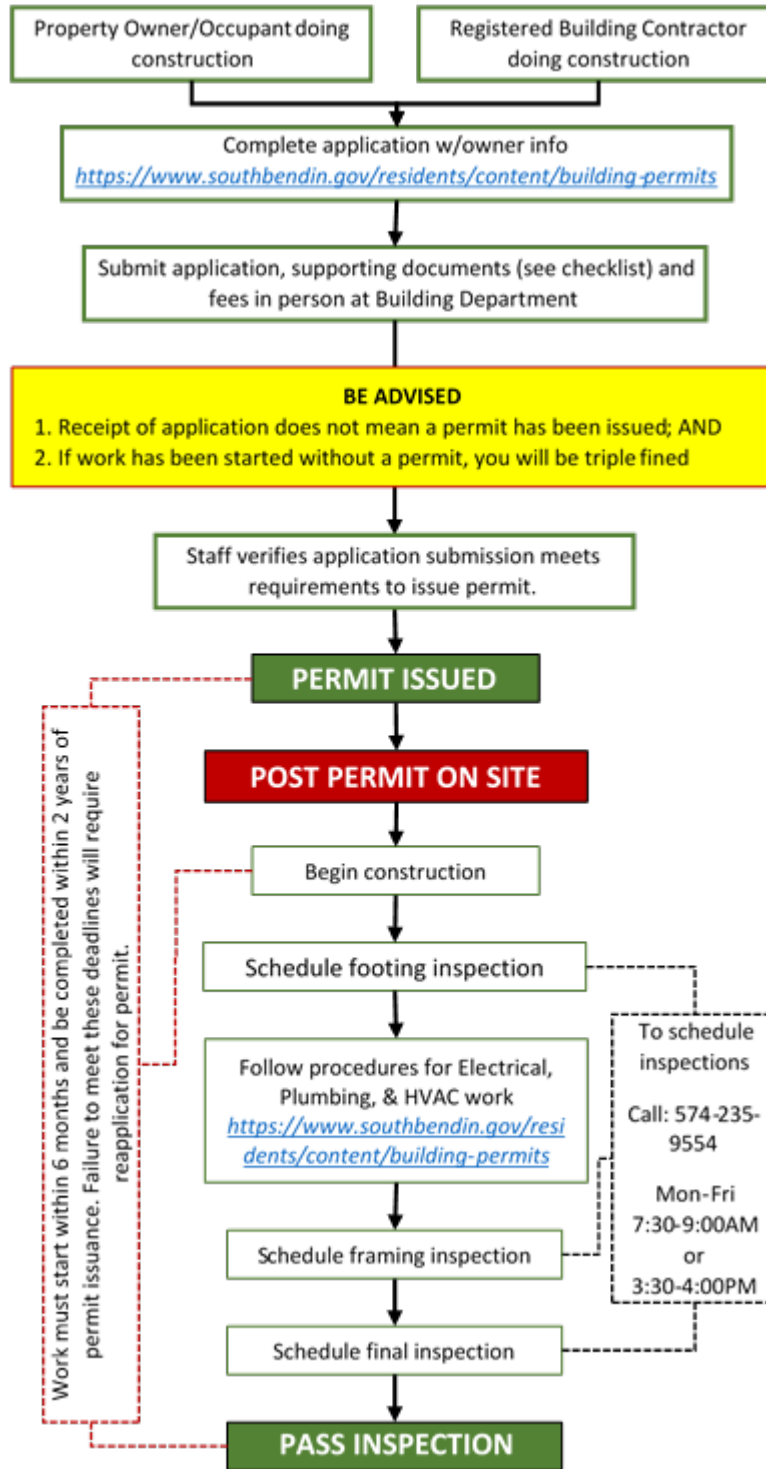
PERMIT CHECKLIST

- 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, location of proposed structure, including anything at or 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
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

PAYMENT: _____
CHECK # _____
CARD _____
CASH _____

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 at or 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)

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

BUILDING CONTRACTOR: _____ **OR** **OWNER AS CONTRACTOR**

PHONE: _____ **EMAIL:** _____

ADDRESS: _____
Address City State Zip

***PROPOSED SEWER CONTRACTOR (IF APPLICABLE):** _____

***PROPOSED WATER CONTRACTOR (IF APPLICABLE):** _____

***If listed Sewer and/or Water Contractors listed changes, please email building@southbendin.gov stating this.**

***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>**

***Please note that if there is an existing structure, or has previously been an existing structure on this lot that will not remain, even due to fire damage, a demolition permit application must also be submitted and approved.**

***Application can be emailed to us at building@southbendin.gov or provided to the address below for review.**

***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.

I hereby understand and agree that this structure will not be occupied until a final inspection has been carried out and approval given by the Building Commissioner.

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

APPLICANT SIGNATURE

DATE

PRINT NAME

ORG/BUSINESS OR OWNER

PHONE

EMAIL