



BUILDING DEPARTMENT

ST. JOSEPH COUNTY
NEW MANUFACTURED/MODULAR HOUSE PERMIT APPLICATION

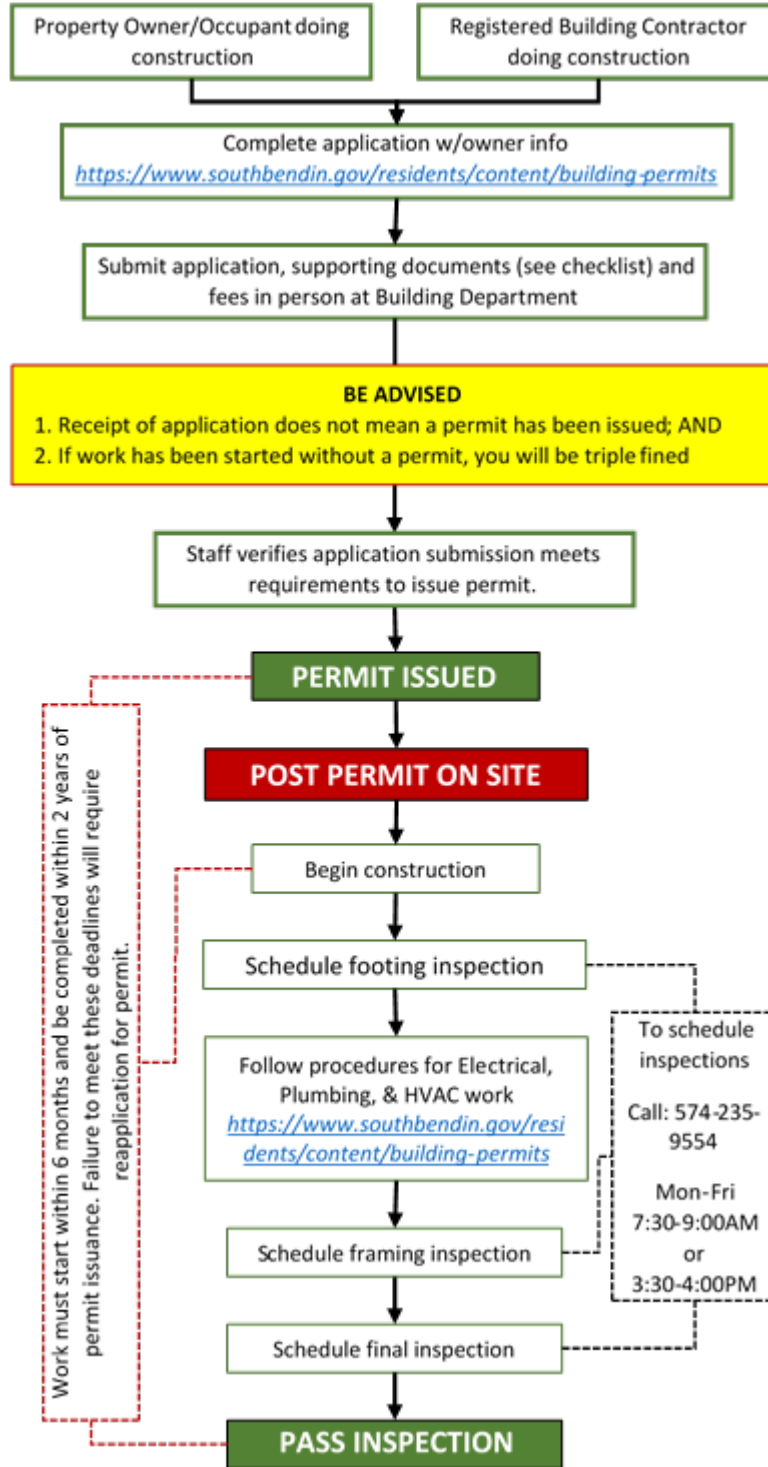
PERMIT CHECKLIST

- 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
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 MANUFACTURED/MODULAR 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

| | | | | | | |
|-------------------------------------------------------------|--------------------------|--------------------------|-------------------|-----------------|------------------|--|
| MODULAR/ MANUFACTURED HOUSE INFORMATION: | <input type="checkbox"/> | <input type="checkbox"/> | | | | |
| | MODULAR | OR | MANUFACTURED | Modular Numbers | Make | |
| | | | HUD #1 | HUD #2 | Serial Number | |
| | | | Roofing Materials | Pitch | Siding Materials | |

Date of Manufacture: _____ *If not yet manufactured, we will only issue a Foundation Permit.
 Once manufactured, we will issue the New House Construction Permit.

