

St. Joseph County | City of South Bend
BUILDING DEPARTMENT
HOME RENOVATION PERMIT APPLICATION

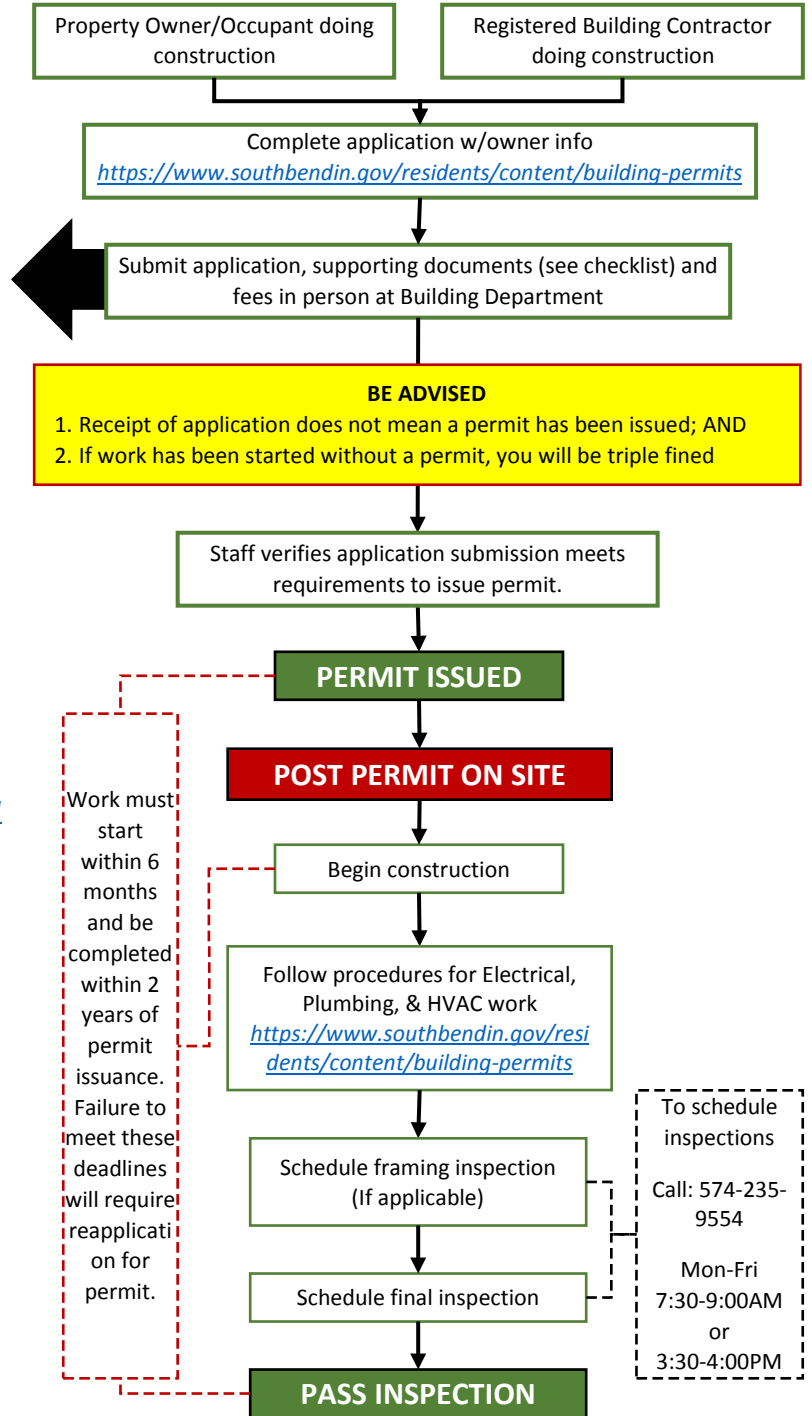
INCLUDES WINDOWS, SIDING & ROOFING

HOME RENOVATION PERMIT CHECKLIST

- 1. Completed Application
- 2. Special use/exception and/or variance approvals if applicable
- 3. Cost of labor and materials (on application form)
- 4. All contractors involved in the project-building, electrical, plumbing, and HVAC. (on application form)
- 5. Energy Code Certification if applicable
- 6. For finished basement applicable affidavit sign by property owner
- 7. 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://stjocogis.maps.arcgis.com/apps/PublicInformation/index.html?appid=fe6f472405f14b468e2f983c83ecbba1>





HOME RENOVATION PERMIT APPLICATION

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

**PROPOSED
PROJECT
ADDRESS:**

_____ Address _____ City _____ Zip _____ Township

PROPERTY OWNER: _____

PHONE NUMBER: _____ **EMAIL:** _____

MAILING ADDRESS: _____ Address _____ City _____ State _____ Zip

TOTAL PROJECT COST FOR RENOVATIONS DUE TO FIRE/STORM DAMAGE: \$ _____

*PERMIT FEE WILL BE CALCULATED BY TOTAL COST FOR RENOVATION

***IF RENOVATION IS NOT BECAUSE OF FIRE/STORM DAMAGE, TYPES OF WORK MUST BE SEPARATED.**

PERMIT FEES WILL BE CALCULATED SEPARATELY FOR EACH OF THE THREE CATEGORIES BELOW:

ROOFING COST TEAR-OFF/RE-ROOF: \$ _____ **OR** OVERLAY: \$ _____
INCLUDES SOFFIT/FASCIA: YES NO

SIDING COST: \$ _____
INCLUDES SOFFIT/FASCIA: YES NO
INCLUDES MASONRY: YES NO
INCLUDES CHIMNEY WORK: YES NO

TOTAL COST OF ALL OTHER RENOVATIONS: \$ _____

INCLUDES: WINDOWS DOORS OTHER INTERIOR/EXTERIOR (DRYWALL, ETC.)

DOES THIS PROJECT INCLUDE ANY WORK IN THE BASEMENT? YES NO

***IF YES, WILL AN EGRESS WINDOW BE INSTALLED AS A PART OF THIS RENOVATION?** YES NO

***IF NOT, PLEASE INITIAL THAT AN APPROPRIATE MEANS OF EGRESS ALREADY EXISTS WHERE APPLICABLE**

***PLEASE NOTE THAT THE HEALTH DEPARTMENT MAY NEED TO BE NOTIFIED OF ADDITIONAL BEDROOMS OR PLUMBING IN THE BASEMENT @ (574)235-9750.**

OWNER **CONTRACTOR**

INITIALS

