



BUILDING DEPARTMENT

ST. JOSEPH COUNTY

NEW MANUFACTURED/MODULAR HOUSE PERMIT APPLICATION (NOT FOR MODULAR OR MANUFACTURED HOUSES)

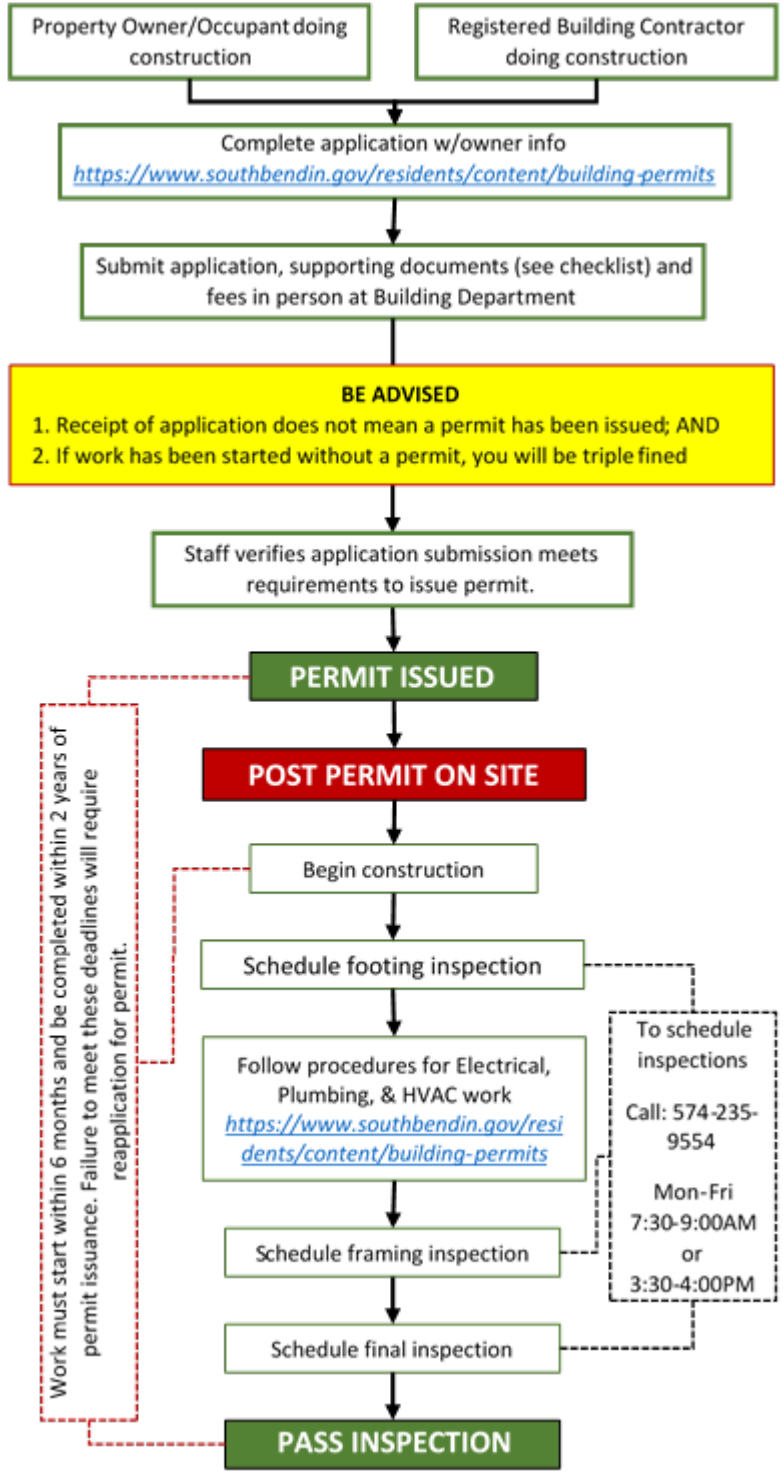
PERMIT CHECKLIST

- 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 MANUFACTURED/MODULAR 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	

ZONING: _____ **OVERLAY/NNZO:** Yes No **HISTORIC DISTRICT:** Yes No

PROPERTY OWNER: _____

PHONE NUMBER: _____ **EMAIL:** _____

MAILING ADDRESS:

Address	City	State	Zip
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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)
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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.

