St. Joseph County I City of South Bend

BUILDING DEPARTMENT

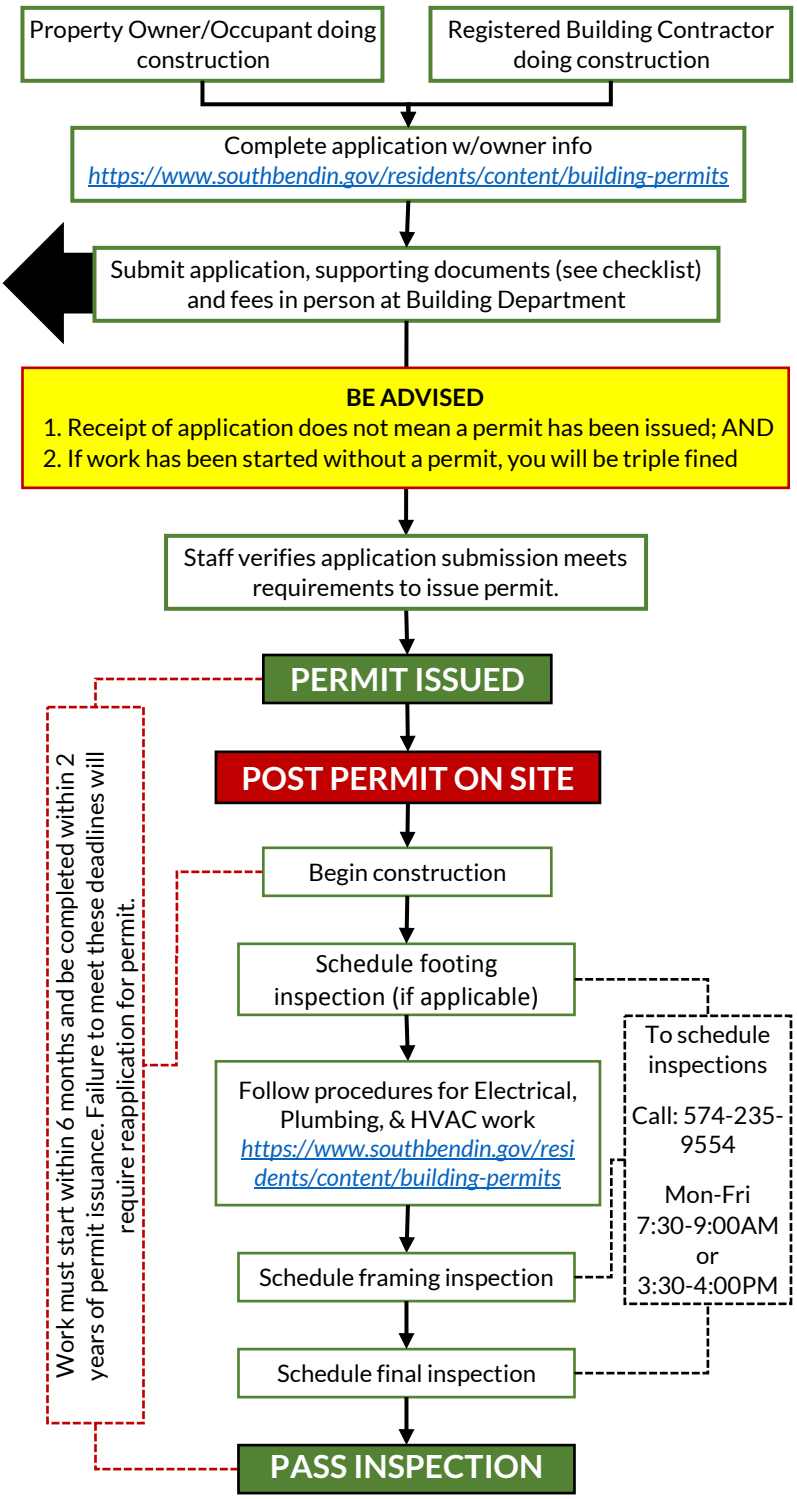
HOME ADDITION PERMIT APPLICATION

ADDITION PERMIT CHECKLIST

- ☐ 1. Completed Application
- ☐ 2. Site plan showing size of property
  - ☐ a. size and location of dwelling on the property
  - ☐ b. size and location of any other proposed structures
  - ☐ c. location of septic and well
  - ☐ d. If parcel is under 3 acres, it must be drawn to scale
  - ☐ e. An example site plan can be found here: *https://goo.gl/VsyokD*
- ☐ 3. Special use/exception and/or variance approvals if applicable
- ☐ 4. Cost of labor and materials for project (on application form)
- ☐ 5. Size of dwelling including dimensions of basement, second floor, garage(s), porches, and decks over 30" above grade. (on application form)
- ☐ 6. All contractors involved in the project-building, electrical, plumbing, and HVAC. (on application form)
- ☐ 7. Energy Code Certification https://goo.gl/qX22Zt
- ☐ 8. For finished basement applicable affidavit sign by property owner (ATTACHED)
- ☐ 9. Application fee **SEE FEE SCHEDULE FOR APPLICABLE PERMIT FEES

USEFUL LINKS

- ✓ Residential Permitting Steps *https://goo.gl/Uzu3xp*
- ✓ Zoning *http://stjocogis.maps.arcgis.com/apps/PublicInformation/index.html?appid=a60fc913d5ec499ab05f090194151a70*
- ✓ Special Exceptions & Setback requirements in the CITY *http://sjcindiana.com/998/City-of-South-Bend*
- ✓ Special Uses & Setback requirements in the COUNTY *http://sjcindiana.com/383/St-Joseph-Zoning-Ordinance*
- ✓ Variance AND Special Use/Exception applications *http://www.sjcindiana.com/apc*
- ✓ 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*



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HOME ADDITION PERMIT APPLICATION

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

APPLICANT INFORMATION

APPLICANT: _____ **ORG/BUSINESS:** _____

PHONE: _____ **EMAIL:** _____

ADDRESS: _____ _____ _____ _____
Address City State Zip

PROPERTY OWNER: _____

PHONE: _____ **EMAIL:** _____

ADDRESS: _____ _____ _____ _____
Address City State Zip

PROJECT CONTACT (IF DIFFERENT THAN APPLICANT) **EMAIL:** _____

PROPERTY INFORMATION

ADDRESS: _____ _____ _____ _____
Address City Zip Township

_____ _____
Lot Number Subdivision

ZONING: _____ VARIANCE, SPECIAL USE/ EXCEPTION APPROVAL ☐ N/A ☐ YES _____
Zoning Approval Date

OVERLAY: ☐ YES ☐ NO DESIGN APPROVAL ☐ N/A ☐ YES _____
Approval Date

FLOODPLAIN: ☐ Yes ☐ No **WETLANDS:** ☐ Yes ☐ No **WELLHEADS:** ☐ Yes ☐ No

DESIGN/NNZO: ☐ Yes ☐ No **HISTORIC DISTRICT:** ☐ Yes ☐ No

PROJECT INFORMATION

TOTAL VALUATION $ _____ **TOTAL SQ/FT:** _____

BUILDING SIZE:

1st Flr (sq/ft)	2nd Flr (sq/ft)	Height (ft)	Unfinished Basement (sq/ft)	Finished Basement (sq/ft) *Include affidavit signed by property owner with application.*	Porch/Deck over 30" high and/or covered (sq/ft)

GARAGE ADDITION:

Garage Addition (sq/ft)	Existing Garage (sq/ft)	Total Ground Floor (sq/ft)	Height (ft)

PARCEL SIZE:

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

BUILDING SET BACKS:

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

CONTRACTORS

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*

BUILDING: _____ (REQUIRED ON THIS APPLICATION)

- *The property owner is allowed to list themselves as the contractor.*

ELECTRICAL: _____ (NOT REQUIRED UNTIL APPLICATION FOR ELECTRICAL PERMIT)

PLUMBING: _____ (NOT REQUIRED UNTIL APPLICATION FOR PLUMBING PERMIT)

HVAC/AC: _____ (NOT REQUIRED UNTIL APPLICATION FOR HVAC/AC PERMIT)

OTHER: _____ (NOT REQUIRED UNTIL APPLICATION FOR APPLICABLE PERMIT)

- *Electrical, HVAC and plumbing work needs to be done by contractors licensed and/or registered with our department.*
- *Property owners who also occupy the property may do their own electric, plumbing, and HVAC upon signing an affidavit assuming the responsibility and committing to residing in the residence for at least a year following permit issuance.*
- *If the property is for sale or rent- registered contractors must perform electric, plumbing, and HVAC work and purchase their own work permits.*

I certify the above to be a true and accurate to the best of my knowledge.

APPLICANT SIGNATURE _____ **DATE** _____

PRINT NAME _____

VERIFY CONTACT IF DIFFERENT THAN APPLICANT _____ **EMAIL** _____

PHONE _____