

South Bend Pre-Approved Buildings: Process

Pre-approved buildings are permitted in any zoning district that allows the selected building type. This process offers high-quality architectural plans with contingent building and site development approval. In exchange for time and cost savings, the building must be built to match the floor plans and facade designs, including all architectural details with only minor deviations allowed. **If you are ready to get started, contact the Department of Community Investment, Building at 574-235-9554 or building@southbendin.gov**

	S1	S2	U1	U2	U3	UF	NC	DT
Carriage House	■	■	■	■	■	■	■	
Narrow House	■	■	■	■	■	■		
Standard House	■	■	■	■	■	■		
Stacked Duplex	■	■	■	■	■	■		
Small Apartment		■			■	■	■	■

Key Allowed Allowed subject to Conditions Special Exception

Step 1: Site

- (1) **Building Type.** Select a building type from the available pre-approved plans catalog. The Small Apartment requires an architect or engineer to provide additional drawings above and beyond those provided to the applicant.
- (2) **Zoning District.** Confirm that the selected building type is allowed in the applicable zoning district and can fit on your property, including all setbacks required by the development standards of Section 21-03 of the South Bend Zoning Ordinance.
- (3) **Contact.** Reach out to the Department of Community Investment to obtain the Plan Set for your building type.
- (4) **Survey.** Locate or purchase a survey of your property from a local licensed land surveyor.
- (5) **Site Plan.** Identify the preferred site configuration and orientation for your lot. Draw a site plan to show that all development standards are met. Site plans must be drawn to an engineer scale (e.g., 1" = 20') and include the size of the property (lot dimensions and area) as well as the size and setbacks of all proposed structures located on the property.

Step 2: Design Development

- (1) **Facade Option.** Select from the available elevation design options, including all applicable details, and an exterior siding material per the provided building set.
- (2) **Deviations.** Review the list of acceptable minor design deviations and discuss with the City. If any proposed changes are not listed, you are required to hire an architect to adjust the plans and submit updated drawings to the City.
- (3) **Contacts.** Identify your General Contractor and any sub-contractors (electrician, plumber, and HVAC information) that you will be working with to complete your pre-approved building. Ensure that they are familiar with the pre-approved building requirements and any design selections you desire. Contractors should be notified of the selected plan orientation and elevation option. Any pages of the permit set that do not apply to your selected elevation option should be removed or marked to avoid confusion.
- (4) **Cost Estimate.** Confirm the estimated cost of labor and materials with your contractor. Use the Small Developer Handbook for guidance on base assumptions and selections.

Step 3: Submittal

- (1) **Permit Application.** Submit your site plan, application, and associated fees to the Building Department. All buildings except the Small Apartment shall use the "New House Permit Application." The Small Apartment shall use the "Commercial Building Permit Application."
- (2) **Review.** The Building Department will review your complete application within 2 business days. They will issue a release approval or let you know if any additional information or changes are required. The Small Apartment will be subject to an additional review period at the State level. Pre-approval may not be granted if your property is in a floodplain; requires an additional drainage report; or if your site plan does not meet the site configuration guidelines or requires a variance.
- (3) **Exterior Inspection.** Once construction begins of a pre-approved building, on-site review of selected details and building elements will be required. This inspection will happen concurrently with the required building inspections.

South Bend Pre-Approved Buildings: Allowed Variations

The execution of pre-approved buildings shall meet the design of the provided plans to the greatest extent possible. Unless otherwise noted, exterior dimensions shall not be increased or decreased. Interior finishes, fixtures, and appliances may be determined at the discretion of the applicant. The following design deviations are allowed by administrative approval. The contractor is required to confirm that any modifications are code compliant, appropriate, and complete prior to construction.

Variations to Reduce Construction Costs

Windows. The location, proportion, and approximate size of windows may not be changed. However, the following revisions are acceptable:

- Windows on side and rear elevation that are not required for egress or ventilation may be removed. Windows may not be removed from any front facade or corner facade facing a street.
- Simulated divided lights (SDL) muntins may be removed or changed as desired.
- Double-hung windows may be replaced with single-hung. A transom type window may be used in any bathroom location.



Optional windows on side facade

Materials & Details. All buildings shall install the prescribed trim, eave, and porch details. However, exterior details may be adjusted as followed:

- Vinyl or cement board siding may be used in any color. Other materials may be approved by staff.
- Porch columns may be simplified to 6" x 6" posts with no detail
- Railing design may be change or removed in accordance with the Building Code
- Side entry awnings or eave brackets may be removed
- Rafter tails may be falsely applied (sistered or toe-nailed) rather than an extension of the roof rafter.



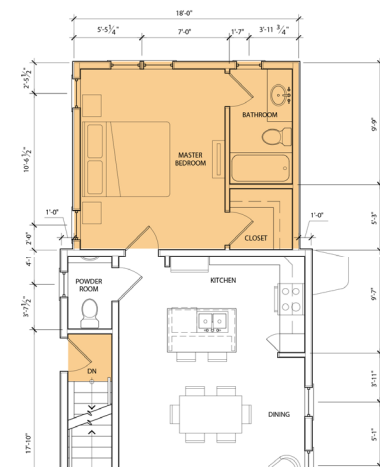
Porch columns and brackets may be simplified or removed

Foundation & Walls. Any deviations to design or structure must comply with all applicable codes and regulation. Possible adjustments include:

- Foundation walls left unfinished concrete instead of parge coat
- Exterior walls may be constructed using 2x4 structure or other pre-engineered wall system that meets design intent
- Basement may be replaced with a slab on grade foundation
- Interior layouts may be adjusted if no exterior structure or window location is affected

Options to Increase Value

- Basement Unit.** To create a lock-off basement unit, an exterior door may be add at the top of the basement stair.
- Master Suite.** A ground floor master suite may be added per the pre-approved plan layout
- Carriage House.** A second residential unit, located above the garage, may be added within the rear yard of the lot.



A rear extension or side entrance may be added to accommodate additional living spaces

South Bend Pre-Approved Buildings: Exterior Inspections

The execution of pre-approved buildings shall meet the design of the provided plans to the greatest extent possible. The exterior "in the field" inspection should confirm compliance with the drawing set. The contractor is responsible for contacting Building to schedule the required inspections. Inspections will pay specific attention to the following elements:

Building Type Selection - Building permit

>> Confirm that the building type is allowed in the applicable zoning district and meets any site plan requirements noted on page A-1.01 of the plan set. Mark selections below.

<input type="checkbox"/> Zoning District	<input type="text" value="S1"/>	<input type="text" value="S2"/>	<input type="text" value="U1"/>	<input type="text" value="U2"/>	<input type="text" value="U3"/>	<input type="text" value="UF"/>	<input type="text" value="NC"/>	<input type="text" value="DT"/>
<input type="checkbox"/> Building Type	<input type="text" value="Carriage House"/>	<input type="text" value="Narrow House - 2 Bed"/>	<input type="text" value="Narrow House - 3 Bed"/>	<input type="text" value="Standard House - 3 Bed"/>	<input type="text" value="Standard House - 4 Bed"/>	<input type="text" value="Duplex"/>	<input type="text" value="Apartment House"/>	
<input type="checkbox"/> Site Plan Configuration	<input type="text" value="Corner Lot"/>	<input type="text" value="Interior Lot with Alley Access"/>	<input type="text" value="Interior Lot without Alley Access"/>					

Building Placement - Foundation Inspection

>> Confirm correct layout of the building on the lot:

<input type="checkbox"/> Building Orientation	_____	
<input type="checkbox"/> Fits within allowed lot width?	_____	
<input type="checkbox"/> Located on a corner lot?	_____	If yes, check for proper orientation of plan
<input type="checkbox"/> Setbacks	F:_____ C:_____ S:_____ R:_____	

Building Elevations - Framing Inspection

>> Check elevations for the following:

<input type="checkbox"/> Facade option selected	_____
<input type="checkbox"/> Placement of minimum required windows (measured to center line of opening)	
<input type="checkbox"/> Confirm correct head height of windows (measure to rough opening)	
<input type="checkbox"/> Ground 1st floor level height above grade	

Architectural Details - Pre-Final Inspection

Contractor will need to schedule inspection if would like architectural details inspected prior to the Final Inspection. Any details not consistent with the Plan Set will need to be addressed prior to issuing of a occupancy permit.

>> Check following detail elements for compliance:

<input type="checkbox"/> Porch columns (Option A/B/C)	_____
<input type="checkbox"/> Eave detail (Option A/B/C)	_____
<input type="checkbox"/> Trim details visible from the street (i.e. window surrounds, corner boards, frieze board, water table trim, and skirt board)	

Site Development - Final Inspection

>> Check the site plan for the following regulations:

<input type="checkbox"/> Walkway to main entrance
<input type="checkbox"/> Shade Trees provided