



BUILDING DEPARTMENT

CITY OF SOUTH BEND

NEW MANUFACTURED/MODULAR HOUSE PERMIT APPLICATION

PERMIT CHECKLIST

\*PLEASE NOTE NEW CITY ZONING ORDINANCE UPDATES, EFFECTIVE 1/1/2020:

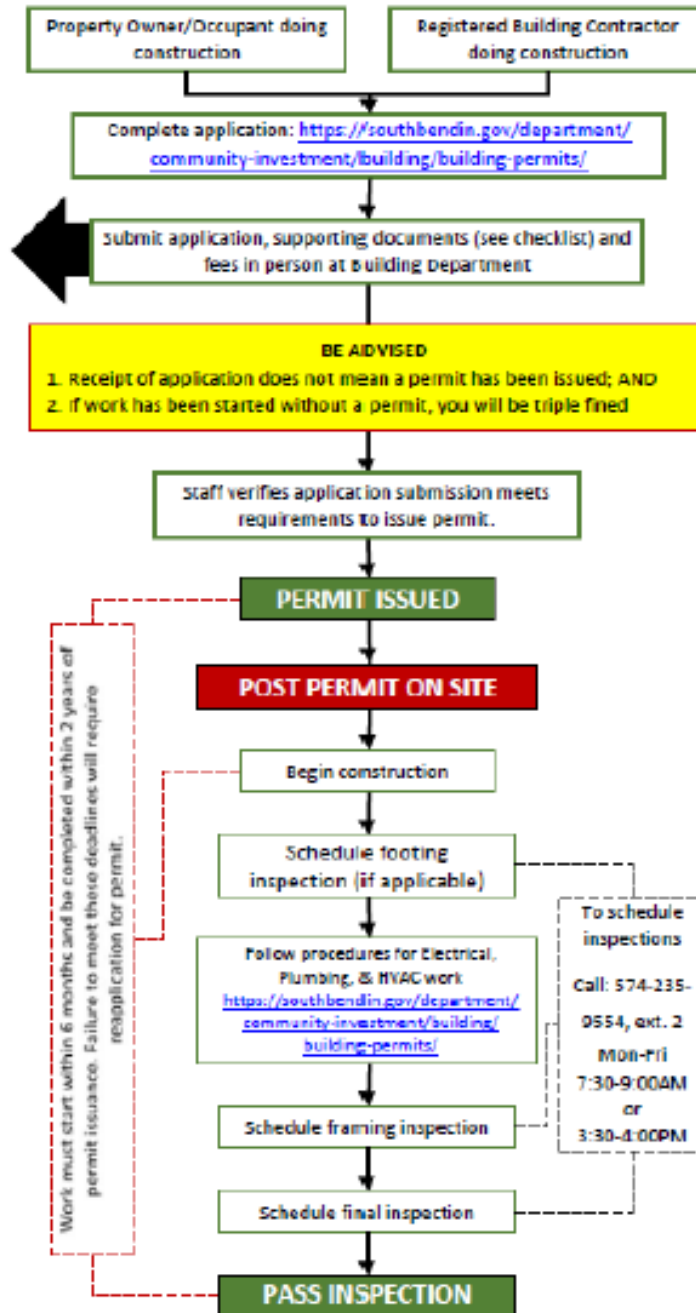
https://southbendin.gov/zoning/

- 1. Completed Application
2. Utility Verification Form from City Engineering/Board of Public Works
3. Driveway Permit from City Engineering/Board of Public Works
4. Oversize/Overweight Load Permit from City Engineering/Board of Public Works
5. Legal lot of record in accordance to the City of South Bend Zoning and Subdivision Ordinances
6. Special use/exception and/or variance approvals if applicable
7. Energy Code Certification
8. Site Plan:
a. Must include entire property, property lines, and abutting streets/alleys
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. Size, type, and location of proposed structure, including anything at or over 30" above grade
e. \*Must include a Porch, Stoop, or Gallery
f. \*Primary facade/main entrance orientation and garage door orientation
g. \*Location of Walkway from entrance to sidewalk or driveway
h. \*Location of Driveway and number of parking spaces
i. \*Location of Streetscape Shade Tree
9. \*Elevation plans showing Transparency- MUST INCLUDE WINDOW DIMENSIONS
10. \*Basement will include at least one Emergency Egress window or door (per IRC 310.1)
11. Cost of labor and materials (on application form)
12. All applicable contractors involved in the project (on application form, must be licensed/registered)
13. Application fee \*\*SEE FEE SCHEDULE FOR APPLICABLE PERMIT FEES

USEFUL LINKS

- Residential Permitting Steps:
City of South Bend Zoning Ordinance/Variance Applications:
Flood Plain Map:
Historic Properties:

## NEW MANUFACTURED/MODULAR HOUSE PERMIT APPLICATION PROCESS FOR CITY PROPERTIES



**CITY 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
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**PROPOSED NEW HOUSE VALUATION: \$** \_\_\_\_\_ **TOTAL SQUARE FOOTAGE:** \_\_\_\_\_

**PROPOSED BUILDING SIZE:**

1 <sup>st</sup> 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)
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**VARIANCE, SPECIAL USE/ EXCEPTION APPROVAL DATE, IF APPLICABLE\*:** \_\_\_\_\_

\*PLEASE PROVIDE APPROVAL LETTER

<b>MODULAR/ MANUFACTURED HOUSE INFORMATION:</b>	<input type="checkbox"/>	MODULAR	OR	<input type="checkbox"/>	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.

**\*Please also provide proof of project submittal to Engineering for Right-of-Way Permit.**

**CITY NEW MANUFACTURED/MODULAR HOUSE PERMIT APPLICATION**  
ST. JOSEPH COUNTY | CITY OF SOUTH BEND | BUILDING DEPARTMENT

**HAVE YOU INCLUDED:**  PORCH OR  STOOP OR  GALLERY **EMERGENCY EGRESS IN BASEMENT PLEASE INITIAL**   
 WALKWAY FROM ENTRANCE TO SIDEWALK TO DRIVEWAY AND  PARKING SPACE(S) AND  STREETSCAPE SHADE TREE

**PROPOSED BUILDING SETBACKS:**  
Front Lot Line (ft) Side Lot line (ft) Side Lot line (ft) Rear lot line (ft) Other (ft)

**BUILDING CONTRACTOR:** \_\_\_\_\_ **OR** **OWNER AS CONTRACTOR**

**PHONE:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

**ADDRESS:**  
\_\_\_\_\_ Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip

**\*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>**

\*Please note that if there is an existing structure, or has previously been an existing structure on this lot that will not remain, even due to fire damage, a demolition permit application must also be submitted and approved.

**\*Application can be emailed to us at [building@southbendin.gov](mailto:building@southbendin.gov) or provided to the address below for review.**

**\*Application must be signed below**

I certify the above to be true and accurate to the best of my knowledge.  
The Owner or Assignee obtaining this permit is responsible for determining the location of the property lines and conforming with the setback, height, and all other requirements of the Zoning Ordinance. Also, the restrictive covenant relating to the property may be more restrictive and should be checked.  
I hereby understand and agree that this structure will not be occupied until a final inspection has been carried out and approval given by the Building Commissioner.

The undersigned Owner or Assignee does hereby accept the above responsibility.

\_\_\_\_\_  
**APPLICANT SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_  
\_\_\_\_\_  
**PRINT NAME** \_\_\_\_\_ **ORG/BUSINESS OR OWNER** \_\_\_\_\_  
\_\_\_\_\_  
**PHONE** \_\_\_\_\_ **EMAIL** \_\_\_\_\_

City of South Bend Public Works  
Engineering Division  
227 W. Jefferson, County City Building 1316  
South Bend, IN 46601-1830



Phone: 574.235.9254

Fax: 574.235.9171

Email: rowpermitsoffice@southbendin.gov

## BUILDING DEPARTMENT DRIVEWAY PRE-APPROVAL FORM

Requires **3 WORKING** days minimum for review by Engineering Division

Submission Date: \_\_\_\_\_ Developer/Builder: \_\_\_\_\_

Contact Information (Name & Phone/Email): \_\_\_\_\_

Property Address: \_\_\_\_\_

### Type of Curb Cut:

- Residential Driveway     Commercial Driveway - 24' Maximum Width     Alley Approach - 14' Typical Width  
 10' (Single)     Industrial Driveway - 30' Maximum Width  
 16' (Max Width)

### Complete each item:

1. Does the existing lot meet setback requirements for the governing district?     Yes     No
2. For lots being improved, has a variance been granted from the Board of Zoning Appeals?     N/A     Yes     No
3. Are there any intersections within 50' of the proposed residential drive?  
(Industrial approach requires 100' distance from intersections)     Yes     No  
\_\_\_\_\_ Provide Proximity
4. Are there any obstructions near the drive? (i.e light poles, hydrants etc.) If so, list here: \_\_\_\_\_     Yes     No
5. Does the existing property have access to garage via an alleyway?     Yes     No
6. Does the proposed work meet clear sight area requirements?     Yes     No

Additional Comments: \_\_\_\_\_

**Drawing of proposed work must be included with this application**

**\*\*THIS IS NOT A PERMIT - Contractor bonded with Public Works shall pull a permit for work in the Right of Way\*\***

ENGINEERING OFFICE USE ONLY:

- Approved     Approved as Noted     Denied as Noted     Traffic Study Required

Comments: \_\_\_\_\_

\_\_\_\_\_

Engineering Division Authorized Signature

Date: \_\_\_\_\_

## Driveway Specifications and Standards

Go to [www.southbendin.gov](http://www.southbendin.gov)

Departments>Public Works>Engineering

Scroll down page and see:

Design & Construction Standards & Prevailing Spec for Public Works

Also, see South Bend Municipal Code for zoning and property improvement guidelines.

**\*\*Contractor bonded with Public Works shall pull a permit for construction work in the Right of Way.**

### Permit fees for construction in the Right of Way:

#### **Construction: Sidewalk/Curb/Gutter/Alley/Approach/Roadway**

(Fees include \$25 processing fee)

<b>Replacement-in-kind</b>	Curb or Sidewalk	\$0
	Residential Driveway Approach (\$15)	\$40
	Non-residential Driveway Approach	\$120
<b>New</b>	Curb or Sidewalk (\$5/10 linear feet)	\$25 minimum
	Residential Driveway Approach	\$60
	Non-residential Driveway Approach	\$155
	Roadway or Alley (\$10/10 linear feet)	\$50 minimum
<b>Re-inspection</b>		\$25