

St. Joseph County | City of South Bend

BUILDING DEPARTMENT

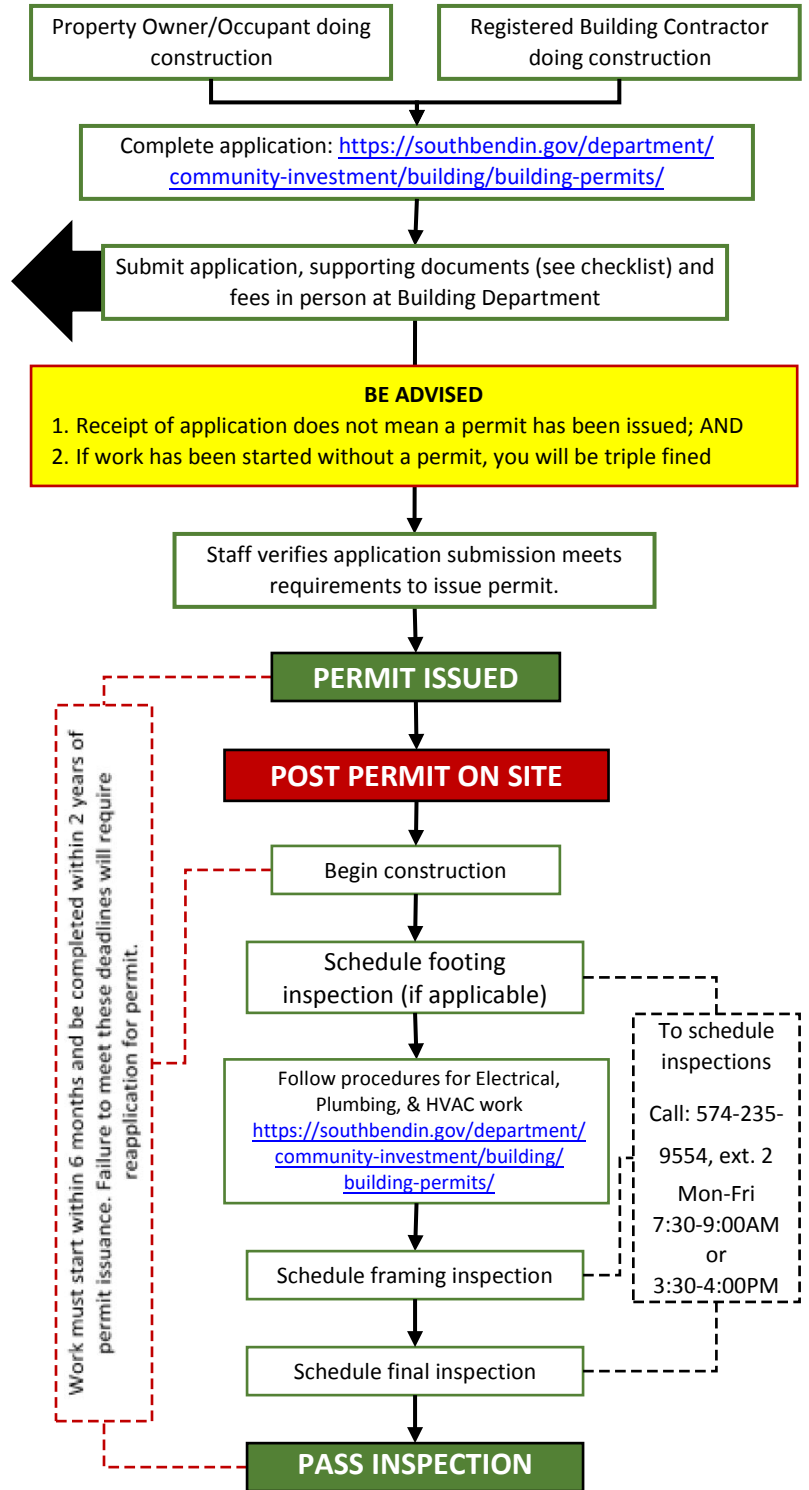
CITY HOME ADDITION PERMIT APPLICATION

CITY HOME 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 an engineer scale, such as 1":20'
 - e. An example site plan can be found here: <https://southbendin.gov/wp-content/uploads/2018/08/Example-of-Site-Plan.pdf>
- 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 at or over 30" above grade (on application form)
- 6. All contractors involved in the project-building, electrical, plumbing, and HVAC. (on application)
- 7. Energy Code Certification: <https://southbendin.gov/wp-content/uploads/2018/08/EnergyCodeComplianceProcessANDforms.pdf>
- 8. ***Elevation plans showing Transparency- MUST INCLUDE WINDOW DIMENSIONS** (2nd story, towards front/corner of lot, closing or altering the size of existing windows)
- 9. 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 <https://southbendin.gov/department/community-investment/planning-community-resources/zoning/>
- ✓ Flood Plain and Wetlands <https://indnr.maps.arcgis.com/apps/webappviewer/index.html?id=05026dabc2e8461983e196d56a213c1e>
- ✓ Historic Properties <https://stjocogis.maps.arcgis.com/apps/PublicInformation/index.html?appid=fe6f472405f14b468e2f983c83ecbba1>





CITY HOME ADDITION PERMIT APPLICATION
 ST. JOSEPH COUNTY | CITY OF SOUTH BEND | BUILDING DEPARTMENT

PAYMENT:
 CHECK # _____
 CARD
 CASH

PROPOSED PROJECT ADDRESS:

_____ Address _____ City _____ Zip _____ Township

PROPERTY OWNER:

PHONE NUMBER:

EMAIL:

MAILING ADDRESS:

_____ Address _____ City _____ State _____ Zip

PROPOSED ADDITION VALUATION: \$ _____

TOTAL SQUARE FOOTAGE OF PROPOSED ADDITION: _____

PROPOSED ADDITION TO HOUSE:

1 st Flr (sq/ft)	2nd Flr (sq/ft)	Porch/Deck at or over 30" high and/or covered (sq/ft)	Height (ft)	Basement (sq/ft)
_____	_____	_____	_____	_____

***IF ADDING BASEMENT SQUARE FOOTAGE,** please initial above that an appropriate means of egress/egress window already exists, or will be installed as a part of this addition, where applicable

PROPOSED ADDITION TO GARAGE:

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

VARIANCE, SPECIAL USE/ EXCEPTION APPROVAL DATE, IF APPLICABLE*: _____

PROPOSED SETBACKS OF ADDITION:

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

***ALONG WITH SITE PLAN AND ENERGY CODE COMPLIANCE, BE SURE TO PROVIDE ELEVATION PLANS SHOWING TRANSPARENCY WHEN APPLICABLE (2ND STORY, TOWARDS FRONT/CORNER OF LOT, CLOSING OR ALTERING THE SIZE OF EXISTING WINDOWS)**



CITY HOME ADDITION PERMIT APPLICATION

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

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 <https://southbendin.gov/department/community-investment/building/contractor-licenses/>**

***Application can be emailed to us at 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.

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

APPLICANT SIGNATURE

DATE

PRINT NAME

ORG/BUSINESS OR OWNER

PHONE

EMAIL