

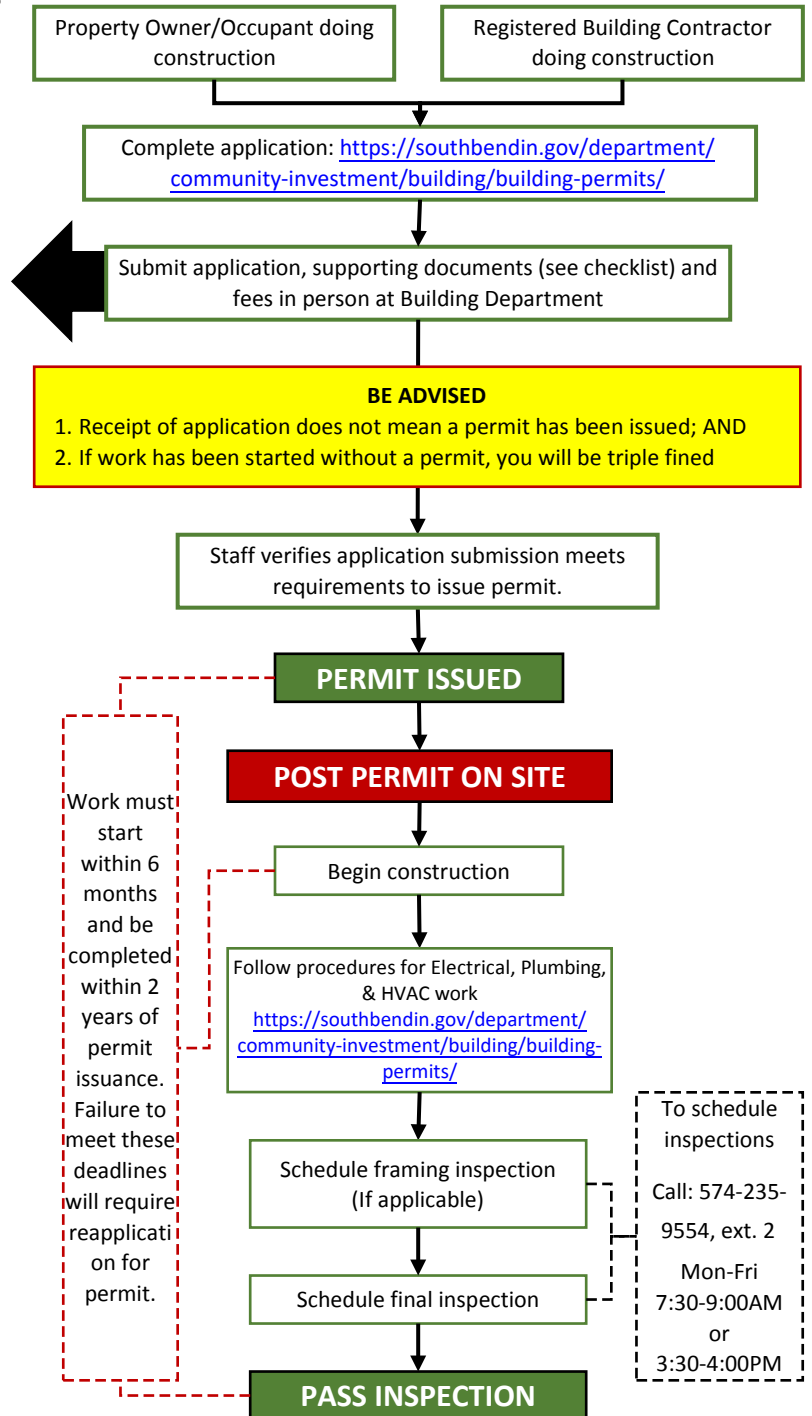
St. Joseph County | City of South Bend
BUILDING DEPARTMENT
CITY WINDOWS/DOORS PERMIT APPLICATION

CITY WINDOWS/DOORS PERMIT CHECKLIST

- 1. Completed Application
- 2. Special use/exception and/or variance approvals if applicable
- 3. Signed contract showing estimated cost of construction
- 4. All contractors involved in the project-building, electrical, plumbing, and HVAC. (on application form)
- 5. Energy Code Certification, if applicable
- 6. ***Elevation plans showing Transparency, including window dimensions** (2nd story, towards front/corner of lot, closing or altering the size of existing windows)
- 7. Application fee ****SEE FEE SCHEDULE FOR APPLICABLE PERMIT FEES**

USEFUL LINKS

- ✓ Residential Permitting Steps
<https://southbendin.gov/wp-content/uploads/2018/07/RESIDENTIAL-PERMITTING-PROCESS-1.pdf>
- ✓ City of South Bend Zoning/Variance Applications
<http://southbendin.gov/zoning>
- ✓ Historic Properties
<https://stjocogis.maps.arcgis.com/apps/PublicInformation/index.html?appid=fe6f472405f14b468e2f983c83ecbba1>





CITY WINDOWS/DOORS 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

SIGNED CONTRACT SHOWING COST OF CONSTRUCTION MUST BE PROVIDED UPON APPLICATION SUBMITTAL

TOTAL COSTRUCTION COST: \$

If adding square footage, please also complete Addition or Accessory Application listing Construction Cost

DUE TO FIRE DAMAGE: YES

NO

DUE TO STORM DAMAGE: YES

NO

SCOPE OF PROJECT:

WINDOWS- REPLACEMENT ONLY?

YES

NO

DOORS- REPLACEMENT ONLY?

YES

NO

***IF YOU ARE CLOSING OFF OR ALTERING THE SIZE OF ANY EXISTING WINDOWS/DOORS FACING THE FRONT AND/OR CORNER OF LOT, BE SURE TO PROVIDE ELEVATION PLANS SHOWING TRANSPARENCY**

DOES THIS PROJECT INCLUDE ANY WORK IN THE BASEMENT?

YES

NO

***IF YES, WILL AN EGRESS WINDOW BE INSTALLED AS A PART OF THIS RENOVATION?**

YES

NO

***IF NOT, PLEASE INITIAL THAT AN APPROPRIATE MEANS OF EGRESS ALREADY EXISTS WHERE APPLICABLE**

OWNER **CONTRACTOR**

INITIALS

