



BUILDING DEPARTMENT

ST. JOSEPH COUNTY
NEW MANUFACTURED/MODULAR HOUSE PERMIT APPLICATION

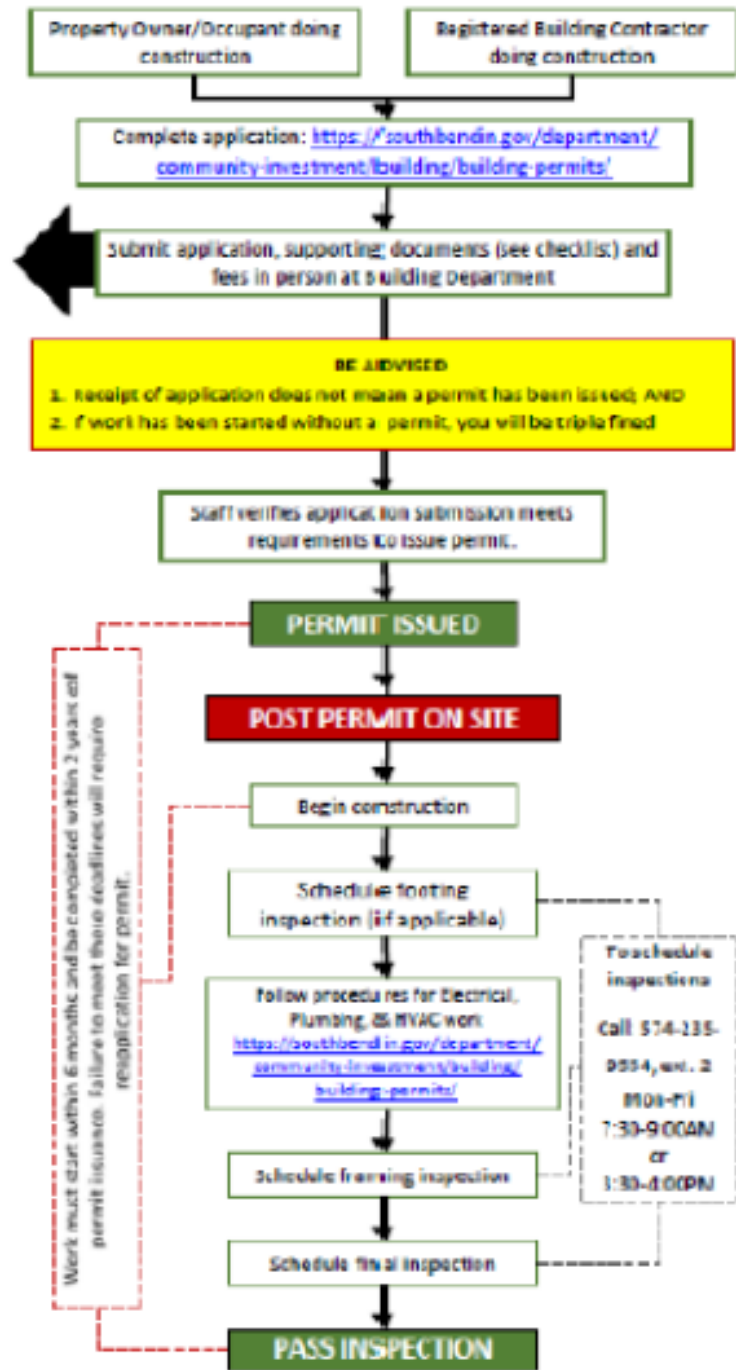
PERMIT CHECKLIST

- 1. Completed Application
2. Septic and well permits from the St. Joseph County Health Department or Utility Verification Form from City Engineering/Board of Public Works
3. Driveway permit from the St. Joseph County Engineering Department
4. Legal lot of record in accordance to the St. Joseph County Zoning and Subdivision Ordinances, should be checked with the Zoning Department prior to obtaining ownership of the property
5. Special use/exception and/or variance approvals if applicable
6. Energy Code Certification
7. Site Plan showing:
a. Aerial view of entire property, including property lines and abutting streets
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. Location of septic and well
e. Size, type, location of proposed structure, including anything at or over 30" above grade
f. Example: https://southbendin.gov/wp-content/uploads/2018/08/Example-of-Site-Plan.pdf
8. *Basement will include at least one Emergency Egress window or door (per IRC 310.1)
*PLEASE INITIAL [] OR NO BASEMENT []
9. Cost of labor and materials (on application form)
10. All applicable contractors involved in the project (on application form, must be licensed/registered)
11. 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
St. Joseph County Zoning Ordinance/Variance Applications:
http://www.sjcindiana.com/306/Division-of-Planning-Zoning
Flood Plain Map:
https://indnr.maps.arcgis.com/apps/webappviewer/index.html?id=05026dabc2e8461983e196d56a213e1e

NEW HOUSE PERMIT APPLICATION PROCESS FOR COUNTY PROPERTIES



COUNTY 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

PROPOSED NEW HOUSE VALUATION: \$ _____ **TOTAL SQUARE FOOTAGE:** _____

PROPOSED BUILDING SIZE:

_____	_____	_____	_____	_____	_____	_____
1 st 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)

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

*PLEASE PROVIDE APPROVAL LETTER

MODULAR/ MANUFACTURED HOUSE INFORMATION:	<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.

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

***HAVE YOU INCLUDED:** EMERGENCY EGRESS IN BASEMENT *PLEASE INITIAL OR NO BASEMENT

PROPOSED BUILDING SET BACKS:

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 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