

**ST. JOSEPH COUNTY/  
CITY OF SOUTH BEND**

**BUILDING DEPARTMENT**

**PERMIT FEE  
SCHEDULE 2023**

## JURISDICTION

The St. Joseph County/South Bend Building Department jurisdiction includes the City of South Bend, the unincorporated areas of St. Joseph County (including Wyatt, Granger, Terre Coupe, and Crumstown).

As a general rule, if the address has 5 digits, it falls within the unincorporated area of St. Joseph County. If the address is 3-4 digits and has a South Bend mailing, it falls within the City of South Bend.

The following cities have turned their inspection requirements over to our Department; however, **the town must approve all work and issue an Improvement Location Permit prior** to our Department issuing any permits. These towns regulate and enforce their own zoning requirements. Our Department only has jurisdiction over building, electrical, plumbing, and HVAC codes in their territories.

Indian Village  
Lakeville  
North Liberty  
Osceola  
Roseland

Addresses with 3-4 digits with any of those towns' mailing will fall within those town limits.

The following cities and towns have their own Departments and you will need to contact their offices to obtain any zoning or building information.

Mishawaka  
New Carlisle  
Walkerton

Addresses with 3-4 digits with these towns' mailing, will fall within their jurisdiction.

**PERMIT FEES - GENERAL**

PERMIT FEES APPLY TO ALL NEW CONSTRUCTION AND ALL ALTERATIONS, REPAIRS, AND REMODELING.

NO PERSON, COMPANY, OR CORPORATION SHALL PERFORM OR CAUSE TO BE PERFORMED ANY WORK ON OR IN THE UNINCORPORATED AREAS OF ST. JOSEPH COUNTY, CITY OF SOUTH BEND, TOWNS OF LAKEVILLE, NORTH LIBERTY, OSCEOLA, AND ROSELAND, AND INDIAN VILLAGE WITHOUT OBTAINING IN ADVANCE A PERMIT FROM THE BUILDING DEPARTMENT.

WHERE A PERSON SHALL UNLAWFULLY PROCEED TO DO ANY WORK OR CONSTRUCTION WITHOUT A REQUIRED PERMIT, THE PERMIT FEES SHALL BE TRIPLED AS A PENALTY. THE PAYMENT OF SUCH PENALTY SHALL NOT RELEASE THE PERSON IN DEFAULT FROM ANY OTHER PENALTIES HEREAFTER PROVIDED.

**BUILDING PERMIT FEES:**

**New Construction and Additions:**

The fee for permits issued for residential and commercial new construction and building additions shall be based upon the following:

- a. Cost per Square Foot (CSF) times the Total Square Footage (TSF) times the Local Variable Factor (LVF) of \$.00098.
- b. Cost per Square Foot (CSF) shall be determined by the International Code Council Building Valuation Table in effect in January of each year.
- c. The cost per square foot (CSF) by occupancy classifications shall be amended as follows:
  - 1. Groups F-1, F-2, H-1, H-2, H-3, H-4, and M shall have the same rate As A-3.
  - 2. Groups I-4, R-2, and R-4 shall have the same rate as I-1.
  - 3. Groups S-1, S-2, and U shall have the same rate as R-3.
- d. Minimum Fee - \$40.00

**Remodeling, Alterations, and Repairs over \$500.00, fence installations, in-ground pool installation, communication towers, and utilities:**

<u>Estimated Construction Costs</u>	<u>Permit Fees</u>
\$1.00 to 3,000.00.....	40.00
3,001.00 to 4,000.00.....	45.00
4,001.00 to 5,000.00.....	50.00
5,001.00 to 6,000.00.....	55.00
6,001.00 to 7,000.00.....	60.00
7,001.00 to 8,000.00.....	65.00
8,001.00 to 9,000.00.....	70.00
9,001.00 to 10,000.00.....	75.00

Estimated Construction Costs

Permit Fees

10,001.00 to 11,000.00.....	80.00
11,001.00 to 12,000.00.....	85.00
12,001.00 to 13,000.00.....	90.00
13,001.00 to 14,000.00.....	95.00
14,001.00 to 15,000.00.....	100.00
15,001.00 to 16,000.00.....	105.00
16,001.00 to 17,000.00.....	110.00
17,001.00 to 18,000.00.....	115.00
18,001.00 to 19,000.00.....	118.00
19,001.00 to 20,000.00.....	121.00
20,001.00 to 21,000.00.....	124.00
21,001.00 to 22,000.00.....	127.00
22,001.00 to 23,000.00.....	130.00
23,001.00 to 24,000.00.....	133.00
24,001.00 to 25,000.00.....	136.00
25,001.00 to 26,000.00.....	139.00
26,001.00 to 27,000.00.....	142.00
27,001.00 to 28,000.00.....	145.00
28,001.00 to 29,000.00.....	148.00
29,001.00 to 30,000.00.....	151.00
30,001.00 to 31,000.00.....	154.00
31,001.00 to 32,000.00.....	157.00
32,001.00 to 33,000.00.....	160.00
33,001.00 to 34,000.00.....	163.00
34,001.00 to 35,000.00.....	166.00
35,001.00 to 36,000.00.....	169.00
36,001.00 to 37,000.00.....	172.00
37,001.00 to 38,000.00.....	175.00
38,001.00 to 39,000.00.....	178.00
39,001.00 to 40,000.00.....	181.00
40,001.00 to 41,000.00.....	184.00
41,001.00 to 42,000.00.....	187.00
42,001.00 to 43,000.00.....	190.00
43,001.00 to 44,000.00.....	193.00
44,001.00 to 45,000.00.....	196.00
45,001.00 to 46,000.00.....	199.00
46,001.00 to 47,000.00.....	202.00
47,001.00 to 48,000.00.....	205.00
48,001.00 to 49,000.00.....	208.00
49,001.00 to 50,000.00.....	211.00
50,001.00 to 51,000.00.....	214.00
51,001.00 to 52,000.00.....	217.00
52,001.00 to 53,000.00.....	220.00
53,001.00 to 54,000.00.....	223.00
54,001.00 to 55,000.00.....	226.00

Estimated Construction Costs

Permit Fees

55,001.00 to 56,000.00.....	229.00
56,001.00 to 57,000.00.....	232.00
57,001.00 to 58,000.00.....	235.00
58,001.00 to 59,000.00.....	237.00
59,001.00 to 60,000.00.....	239.00
60,001.00 to 61,000.00.....	241.00
61,001.00 to 62,000.00.....	243.00
62,001.00 to 63,000.00.....	245.00
63,001.00 to 64,000.00.....	247.00
64,001.00 to 65,000.00.....	249.00
65,001.00 to 66,000.00.....	251.00
66,001.00 to 67,000.00.....	253.00
67,001.00 to 68,000.00.....	255.00
68,001.00 to 69,000.00.....	257.00
69,001.00 to 70,000.00.....	259.00
70,001.00 to 71,000.00.....	261.00
71,001.00 to 72,000.00.....	263.00
72,001.00 to 73,000.00.....	265.00
73,001.00 to 74,000.00.....	267.00
74,001.00 to 75,000.00.....	269.00
75,001.00 to 76,000.00.....	271.00
76,001.00 to 77,000.00.....	273.00
77,001.00 to 78,000.00.....	275.00
78,001.00 to 79,000.00.....	277.00
79,001.00 to 80,000.00.....	279.00
80,001.00 to 81,000.00.....	281.00
81,001.00 to 82,000.00.....	283.00
82,001.00 to 83,000.00.....	285.00
83,001.00 to 84,000.00.....	287.00
84,001.00 to 85,000.00.....	289.00
85,001.00 to 86,000.00.....	291.00
86,001.00 to 87,000.00.....	293.00
87,001.00 to 88,000.00.....	295.00
88,001.00 to 89,000.00.....	297.00
89,001.00 to 90,000.00.....	299.00
90,001.00 to 91,000.00.....	301.00
91,001.00 to 92,000.00.....	303.00
92,001.00 to 93,000.00.....	305.00
93,001.00 to 94,000.00.....	307.00
94,001.00 to 95,000.00.....	309.00
95,001.00 to 96,000.00.....	311.00
96,001.00 to 97,000.00.....	313.00
97,001.00 to 98,000.00.....	315.00
98,001.00 to 99,000.00.....	317.00
99,001.00 to 100,000.00.....	320.00
100,000 and up.....	320.00*

* PLUS per thousand dollars of estimated construction cost thereafter, up to \$1,000,000.00 total estimated construction cost.....	\$0.90
* PLUS per one thousand dollars of estimated construction cost thereafter.....	\$0.60
Each reinspection for commercial and industrial projects.....	\$40.00
Each additional final inspection necessitated by the failure to pass previous final inspection.....	\$60.00

## CITY PROJECTS ONLY

### FIRE DEPARTMENT COMMERCIAL PLAN REVIEW FEE:

a. Sprinkled Building	\$348.00
b. Non-sprinkled Building	\$205.00
c. Addition	\$253.00
d. Remodel - under \$58,001 as follows:	
1.00 to 1,000.00 .....	45.00
1,001.00 to 2,000.00 .....	50.00
2,001.00 to 3,000.00 .....	55.00
3,001.00 to 4,000.00.....	60.00
4,001.00 to 5,000.00.....	65.00
5,001.00 to 6,000.00 .....	70.00
6,001.00 to 7,000.00 .....	75.00
7,001.00 to 8,000.00.....	80.00
8,001.00 to 9,000.00.....	85.00
9,001.00 to 10,000.00.....	90.00
10,001.00 to 11,000.00.....	95.00
11,001.00 to 12,000.00 .....	100.00
12,001.00 to 13,000.00 .....	105.00
13,001.00 to 14,000.00 .....	110.00
14,001.00 to 15,000.00 .....	115.00
15,001.00 to 16,000.00 .....	120.00
16,001.00 to 17,000.00.....	125.00

17,001.00 to 18,000.00.....	130.00
18,001.00 to 19,000.00.....	133.00
19,001.00 to 20,000.00.....	136.00
20,001.00 to 21,000.00.....	139.00
21,001.00 to 22,000.00.....	142.00
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26,001.00 to 27,000.00.....	157.00
27,001.00 to 28,000.00.....	160.00
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29,001.00 to 30,000.00.....	166.00
30,001.00 to 31,000.00.....	169.00
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38,001.00 to 39,000.00.....	193.00
39,001.00 to 40,000.00.....	196.00
40,001.00 to 41,000.00.....	199.00
41,001.00 to 42,000.00.....	202.00
42,001.00 to 43,000.00.....	205.00
43,001.00 to 44,000.00.....	208.00
44,001.00 to 45,000.00.....	211.00
45,001.00 to 46,000.00.....	214.00
46,001.00 to 47,000.00.....	217.00
47,001.00 to 48,000.00.....	220.00
48,001.00 to 49,000.00.....	223.00
49,001.00 to 50,000.00.....	226.00
50,001.00 to 51,000.00.....	229.00
51,001.00 to 52,000.00.....	232.00
52,001.00 to 53,000.00.....	235.00
53,001.00 to 54,000.00.....	238.00
54,001.00 to 55,000.00.....	241.00
55,001.00 to 56,000.00.....	244.00
56,001.00 to 57,000.....	247.00
57,001.00 to 58,000.00.....	250.00

e. Remodeling over \$58,000                      \$253.00

**NORTHEAST NEIGHBORHOOD DEVELOPMENT AREA DESIGN REVIEW FEES:**

All stand-alone residential or commercial new construction, in addition to and separate from any other permit, processing, or review fee .....\$160.00\*

\*The Department's review or processing of all of the above listed matters are subject to form and submission requirements which are available for inspection in the office of the Building Department, and viewable on the City website, [www.southbendin.gov](http://www.southbendin.gov).



ELECTRICAL PERMIT FEES

Electrical permits issued and obtained prior to commencement of the work for which such permit is required, the following fees shall be levied, **with a minimum permit fee being \$40.00.**

Temporary Services (All amperage).....	\$ 7.00
Switchboards and Panel Boards each (new and replaced)	
60 amp.....	\$ 7.00
100 amp.....	\$ 9.00
200 amp.....	\$12.00
400 amp.....	\$15.00
600 amp.....	\$20.00
Over 600 to 2,000 amp.....	\$25.00
Over 2,000 amp.....	\$50.00
Circuits, each (new or replaced).....	\$ 5.00
Horsepower (machinery):	
First hp.....	\$ 7.00
Each additional hp.....	\$ 0.25
Back-up generator:	
a. 10 Kw or less .....	\$40.00
b. Over 10 Kw .....	\$50.00
Pool wiring and/or bonding .....	\$40.00
Repair, extension, and/or maintenance of wiring.....	\$40.00
Reset, Relocation, and Reconnect, each.....	\$40.00
Reinspection fee, each.....	\$40.00
Additional final inspection, each.....	\$60.00

If the exact number of circuits or horsepower is unknown at the time of application for a permit, a permit may be taken for the minimum amount known with new permits issued as the intent of the work known.

PLUMBING PERMITS

For plumbing permits issued and obtained prior to commencement of the work for which such permit is required, the following fees shall be levied, **with a minimum permit fee being \$40.00.**

Each plumbing fixture or trap or set of fixtures on one trap, including water and drainage piping therefor.....	\$ 6.00
Backflow Protection, each.....	\$ 6.00
Building Sewer, each:	
Under 100'.....	\$12.00
100' or over.....	\$25.00
Building Water, each:	
Under 100'.....	\$12.00
100' or over.....	\$25.00
Watersoftener, each.....	\$ 7.00
Trailer Park Sewer, each.....	\$10.00
Drain within building for rainwater systems, each.....	\$ 6.00
Water heater and/or vent, each.....	\$ 7.00
Gas Reconnection, each.....	\$40.00
Each gas piping system, per outlet.....	\$ 3.00
Industrial waste pretreatment interception, including its trap and vent, excepting kitchen-type grease interceptors functioning as fixture traps, each.....	\$ 8.00
Installation, alteration or repair of water piping and/or water treating equipment.	\$ 6.00
Repair or alteration of drainage or vent piping.....	\$ 6.00
Drywells, each.....	\$12.00
Lawn sprinkler system on any one meter, including backflow protection devices thereof, each.....	\$ 6.00
Fire protection sprinkler system:	
Up to 30 heads.....	\$40.00
Plus each additional 10 heads thereafter.....	\$ 8.00
Gas tanks and pumps.....	\$12.00
Back-up generator -gas line:	
a. 10 Kw or less.....	\$40.00
b. Over 10 Kw.....	\$50.00
Reinspection.....	\$40.00
Additional final inspection, each.....	\$60.00

## HEATING AND AIR CONDITIONING PERMITS

For heating and air conditioning permits issued and obtained prior to commencement of that work for which such permit is required, the following fees shall be levied for the installation, **with a minimum permit fee being \$40.00**. When the total capacity of any system in any single installation is provided by more than one (1) unit, the sum of the capacities of each unit and the total number of such units shall determine the fee.

Space heaters, each, 30,000 BTU input or more.....	\$ 40.00
Warm-air furnaces, unit heaters, cabinet heaters, radiant tube heaters.....	\$ 40.00
Oil and gas conversions.....	\$ 40.00
Electric furnaces (air handling).....	\$ 40.00
Air Conditioning:	
Central, electric:	
Less than 10 tons.....	\$ 40.00
Over 10 tons.....	\$ 60.00
Water Chillers.....	\$ 85.00
EMI air blowers.....	\$ 40.00
Ventilating and exhaust systems, unit ventilators:	
Less than 500 CFM capacity.....	\$ 6.00
500 to 1,500 CFM capacity.....	\$ 12.00
(\$1.00 for each 500 CFM or fraction thereof in excess of 1,500 CFM)	
Ventilating Commercial Hoods:	
500 CFM to 1,500 CFM capacity.....	\$ 60.00
Over 1,500 CFM capacity.....	\$120.00
Refrigeration and Engine-drive, gas-fired, or oil-fired cooling equipment:	
1 to 5 horsepower, each.....	\$ 17.00
6 to 10 horsepower, each.....	\$ 40.00
More than 10 horsepower, each.....	\$ 45.00
Rooftop combination furnace and air conditioning units:	
60,000 BTU to 300,000 BTU's each:	
Up to 7 ½ tons.....	\$ 45.00
7 ½ tons or more.....	\$ 70.00
Heat pumps:	
1,000 to 60,000 BTU's input.....	\$ 40.00
60,000 to 300,000 BTU's input:	
Up to 7 ½ tons, each.....	\$ 45.00
7 ½ tons or more, each.....	\$ 85.00
Earth, coupled water source.....	\$ 60.00
Boilers, steam or hot water:	
Up to 300,000 BTU.....	\$ 40.00
300,000 BTU or more.....	\$ 60.00
Through-wall combination air conditioning/heating, VAV boxes with coil:	
First unit.....	\$ 40.00
Each additional unit.....	\$ 12.00
Solar heat units.....	\$ 60.00

Air handlers:	
400 CFM to 2,500 CFM.....	\$40.00
Over 2,500 CFM.....	\$70.00
Back-up generators -gas line:	
10 Kw or less.....	\$40.00
Over 10 Kw.....	\$50.00
Duct and register:	
First 15 openings, per system.....	\$40.00
Each opening thereafter, per system.....	\$ 1.00
Gas Reconnection, each.....	\$40.00
Gas Piping (distribution of piping to equipment) to be included on permit application	
Each gas piping system, per outlet.....	\$ 3.00
Wood burning stoves, per flue (including chimney and chimney connector).....	\$40.00
Each reinspection fee.....	\$40.00
Each additional final inspection.....	\$60.00

**MISCELLANEOUS PERMIT FEES**

**Moving Permits:**

Any one or two story building over public streets or alleys.....	\$125.00
Any building greater than two stories in height over public streets or alleys	\$175.00

**Wrecking and Demolition Permits:**

Residential:

    \$.02 per square foot, with a minimum fee of \$40.00

Commercial:

    \$.015 per square foot, with a minimum fee of \$40.00

**Sign Permits:**

Under one (1) square foot or less.....	no fee
1 to 25 square feet.....	\$ 40.00
26 to 50 square feet.....	\$ 60.00
51 to 100 square feet.....	\$ 85.00
Over 100 square feet.....	\$120.00

Temporary Signs:

Initial Permit.....	\$ 40.00
Each Extension.....	\$ 45.00

**Tent and Temporary Structures:**

a. First Term.....	\$40.00
b. Renewal.....	\$45.00

**Document Processing/Preparation Fees:**

a. Verification Documents.....	\$50.00
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## LICENSING AND REGISTRATIONS

### GENERAL CONTRACTORS:

Pre-Licensing registrations:

- a. Registration form completed and notarized
- b. \$5,000 bond for one year only made out to the City of South Bend and St. Joseph County and **must state "Building Contractor"**
- c. \$125.00 registration fee

INCLUDES: General contractors, homebuilders, general remodelers, concrete contractors, framing contractors, siding contractors, roofing contractors, drywall contractors, masons, trim contractors, steel erectors, fire protection sprinkler contractors, fencing contractors, swimming pool contractors, commercial hood installers, lawn sprinkler contractors, water softener contractors, low voltage contractors.

### DEMOLITION CONTRACTORS:

Registration:

- a. \$10,000 bond for one year only made out to the City of South Bend and St. Joseph County
- b. \$125.00 registration fee.

City of South Bend Only: Property owner(s) doing own demolition work on buildings or structures over 600 sq. ft. - \$10,000 bond is required to be posted.

### ELECTRICAL:

Class A - Electrical Contractor's License

- a. \$5,000 bond for one year only made out to the City of South Bend and St. Joseph County
- b. Fees:
  1. New - \$125.00
  2. Renewal - \$125.00

Examination Filing Fee - \$50.00

Class B – Industrial Electrical License

- a. \$125.00 fee
- b. One year term from date of issuance

### HEATING AND AIR CONDITIONING:

- a. \$5,000 bond for one year only made out to the City of South Bend and St. Joseph County
- b. Fees:
  1. New - \$125.00
  2. Renewal - \$125.00

Examination Filing Fee - \$50.00

**PLUMBING:**

Plumbing contractors, excavators, and sewer cleaner registration:

- a. \$125.00 fee
- b. Plumbing Contractors: One year in accordance with State license
- c. Others: One year from date of issuance

**SIGN CONTRACTORS:**

Registration:

- a. Registration form completed and notarized
- b. \$5,000.00 bond for one year only made out to the City of South Bend and St. Joseph County
- c. Certificate of Insurance
- d. \$125.00 registration fee

## MINIMUM REQUIRED INSPECTIONS

For on site construction from time to time the Building Official upon notification from the permit holder or his agent shall make or cause to be made any necessary inspections and shall either approve that portion of the construction as completed or shall notify the permit holder or his agent wherein the same fails to comply with the Code.

### A. FOUNDATION AND FRAMING:

#### 1. Foundation Inspections:

Will be made after footing areas are excavated and formed; and any requiring reinforcing steel is in place and prior to the placing of concrete. The permit holder or his agent shall notify the Building Officials by phone or in person not less than 24 hours prior to placing of concrete. In the event the inspection has not been made and said 24 hours has elapsed, the placement of concrete may proceed.

#### 2. Frame and Masonry Inspections:

Will be made after the roof, masonry, all framing, fire stopping, and bracing are in place.

### B. PLUMBING, MECHANICAL, AND ELECTRICAL:

#### 1. Rough Inspections:

Must be made prior to covering or concealment and before fixtures are set.

### C. OTHER INSPECTIONS:

In addition to the called inspections above, the Building Department may make or require any other inspections to ascertain compliance with the code and other laws enforced by the Building Department.

### D. FINAL INSPECTIONS:

#### 1. Final Inspections:

Final inspections are to be made after building is completed and before building is occupied.

Work shall not be done on any part of the building or structure beyond the point indicated in each successive inspection without first obtaining the written approval of the Building Official. Such written approval shall be given only after an inspection shall have been made of each successive step in the construction as indicated by each of the inspections required above.

### SCHEDULING OF INSPECTIONS:

TELEPHONE NO. (574) 235-9554

The inspectors are in the office Monday thru Friday between 7:30 a.m. and 9:00 a.m. and between 3:30 p.m. and 4:00 p.m. Inspections requested between 7:30 a.m. and 9:00 a.m. generally can be made the same day. All inspections requested AFTER 9:00 a.m. will not be made until the next working day.

### OFFICE HOURS:

Monday thru Friday: 7:30 a.m. to 4:30 p.m.



## RESIDENTIAL PERMIT APPLICATION CHECKLIST

### REMODELING: (including roofing, siding, and windows)

1. Owner's name, address, and telephone number
2. Address of property work being done, if different from owner's
3. Contractor performing work
4. Cost of work when completed
5. Electrician, plumber, and HVAC contractors involved, where applicable

### ADDITIONS: (including unattached garages and sheds)

1. Owner's name, address, and telephone number
2. Address of property work being performed, if different than owner's
3. Site plan showing size of property, size and location of all structures on property, and size and location of addition being planned. If parcel is under 3 acres, it must be drawn to scale.
4. Contractor performing work
5. Cost of work when completed (total project including any mechanicals)
6. Electrician, plumber, and HVAC contractors involved, where applicable
7. Energy Code Certification
8. Location of septic system on property

### NEW CONSTRUCTION -DWELLINGS:

1. Septic and well permits from the St. Joseph County Health Department or sewer and/or water permit from the South Bend Engineering Department
2. Driveway permit from the St. Joseph County Engineering Department, if County
3. Legal lot of record in accordance to the St. Joseph County Zoning and Subdivision Ordinances, and should be checked with the Building Department prior to obtaining ownership of the property.
4. Site plan showing size of property and size and location of dwelling on the property. If parcel is under 3 acres, it must be drawn to scale
5. Owner's name, address, and telephone number.
6. Value of house when completed
7. Size of dwelling including dimensions of basement, second floor, garage(s), porches, and decks over 30" above grade.
8. All contractors involved in the project-building, electrical, plumbing, and HVAC.
9. Energy Code Certification

### CITY ONLY:

If the new dwelling is being located in the Northeast Neighborhood Development Overlay District, it must go through plan review and will have an additional charge.

### NOTE:

**All contractors, including sub-contractors, must be registered or licensed with our Department in order to perform work in St. Joseph County and the City of South Bend; with the exception that an owner-occupant of the residential dwelling may perform their own work.**