





BUILDING DEPARTMENT

ST. JOSEPH COUNTY

NEW MANUFACTURED/MODULAR HOUSE PERMIT APPLICATION

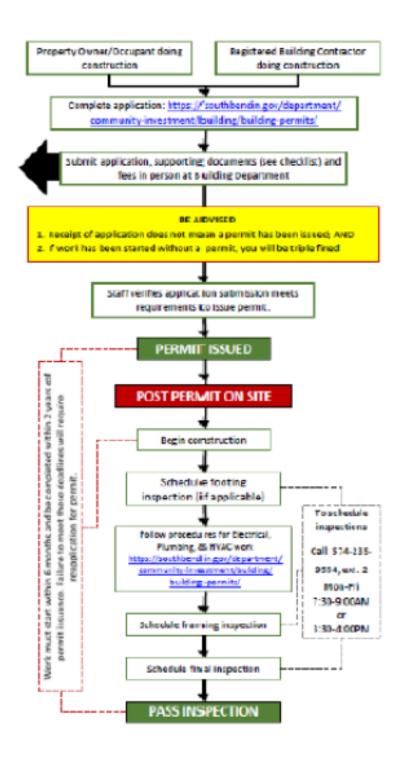
THIS APPLICATION IS FOR THE FOUNDATION ONLY

PERN	ЛІТ	CHE	CKI	IST

\Box	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							
Ш	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,							
П		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							
Ш	7. Site Plan showing:								
		\square a. Aerial view of entire property, including property lines and abutting streets							
		☐ b. Location of all easements (utility, drainage, etc.)							
		□ c. If parcel is under 3 acres, it must be drawn to an engineer scale, such as 1":20"							
		d. Size and location of all structures existing on property							
		☐ e. Location of septic and well							
		☐ f. Size, type, location of proposed structure, including anything at or over 30" above grade							
		g. 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)							
Ш	11.	. Application fee **SEE FEE SCHEDULE FOR APPLICABLE PERMIT FEES							
		USEFUL LINKS							
Res	siden	tial 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=05026dabc2e8461983e196d56a213c1e

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	
		Subdivisi	on		Section	n of Subdivision		Lot Num	ıber	
PROPERTY OWN	IER:									
PHONE NUMBER	₹:			E	MAIL:					
MAILING ADDRESS: Add		Addre	ess -		City		 State		Zip	
PROPOSED NEW	HOUS	E VALUATION	l: \$			TOTAL SQUARE FOO	OTAGE:			
PROPOSED BUILDING SIZE:										
1 Flo (sq,	or	2nd Floor (sq/ft)	Unfin Base (sq	ment	Finished Basement (sq/ft)	Porches/Decks at over 30" high and/covered (sq/ft)		Garage (sq/ft)	Building Height (ft)	
VARIANCE , SPEC *PLEASE PROVIDE		•	APPRO	VAL DAT	E, IF APPLICAE	BLE*:				
MODULAR/ MANUFACTURI HOUSE	ĒD	MODULAR	OR		FACTURED	Modular Numbers		Mak		
INFORMATION:				HUD #1		HUD #2	Serial Number		ımber	
			•	Roofing	g Materials	Pitch		Siding Ma	aterials	
Date of Manufa	cture:			-		we will only issue a lill issue the New Ho				

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*HAVE YOU INCLUDED:	EMERGENCY EGRESS IN BASEMENT *PLEASE INITIAL OR NO BASEMENT							
PROPOSED BUILDING SET BACKS:								
BUILDING	Front Lot Line (ft)	Side Lot line (ft)	Side Lot line (ft)	Rear lot line (ft)	Other (ft)			
CONTRACTOR	:		OR	OWNER AS CONTRACTO	R 🗌			
PHONE:			EMAIL:					
ADDRESS:								
	Address	<u> </u>	City	State	Zip			
*IF THE PROPER CONTRACT SHO *Please note the remain, even de *Application of review.	owing cost of constribution of there is an existing lue to fire damage, a demodant be emailed to us a	PERFORMING THIS NUCTION MUST BE PROS structure, or has presolition permit applicant building@southless	VORK AND A CON OVIDED UPON API viously been an ex ation must also be	TRACTOR IS BEING HIRED, TPLICATION SUBMITTAL* Risting structure on this lot a submitted and approved. rovided to the address be	that will not			
• •	must be signed below ove to be true and accura		knowledge.					
conforming with covenant relating I hereby unders	h the setback, height, and ng to the property may b	d all other requirement to more restrictive a structure will not be	nts of the Zoning nd should be che	the location of the property Ordinance. Also, the resticked. final inspection has been ca	rictive			
The undersigne	d Owner or Assignee do	oes hereby accept the	e above responsib	pility.				
	APPLICANT SIGNATUR	E		DATE				
	PRINT NAME			ORG/BUSINESS OR OWN	IER			
	PHONE			EMAIL				