



BUILDING DEPARTMENT

ST. JOSEPH COUNTY

NEW MANUFACTURED/MODULAR HOUSE PERMIT APPLICATION

THIS APPLICATION IS FOR THE FOUNDATION ONLY

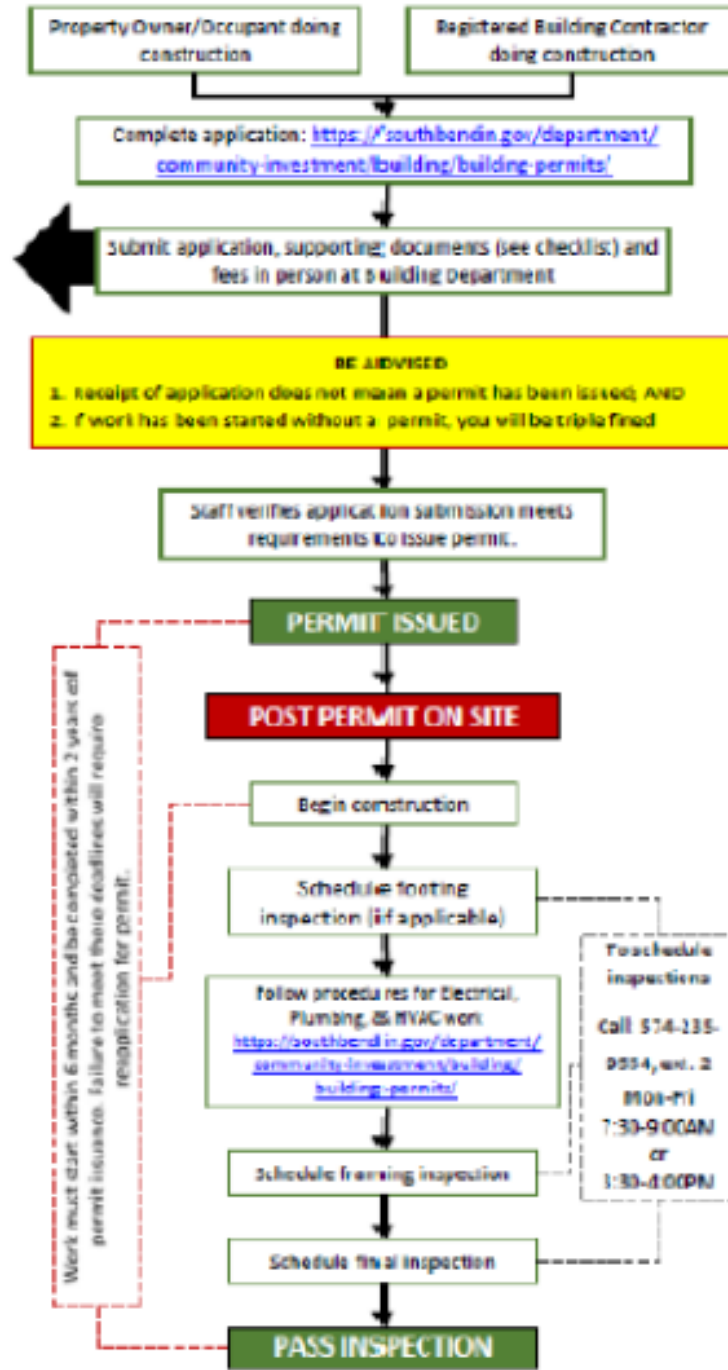
PERMIT CHECKLIST

- 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. 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)
- 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"/>	<input type="checkbox"/>				
	MODULAR	OR	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.

