



BUILDING DEPARTMENT

CITY OF SOUTH BEND
NEW HOUSE PERMIT APPLICATION

PERMIT CHECKLIST

*PLEASE NOTE NEW CITY ZONING ORDINANCE UPDATES, EFFECTIVE 1/1/2020:
https://southbendin.gov/zoning/

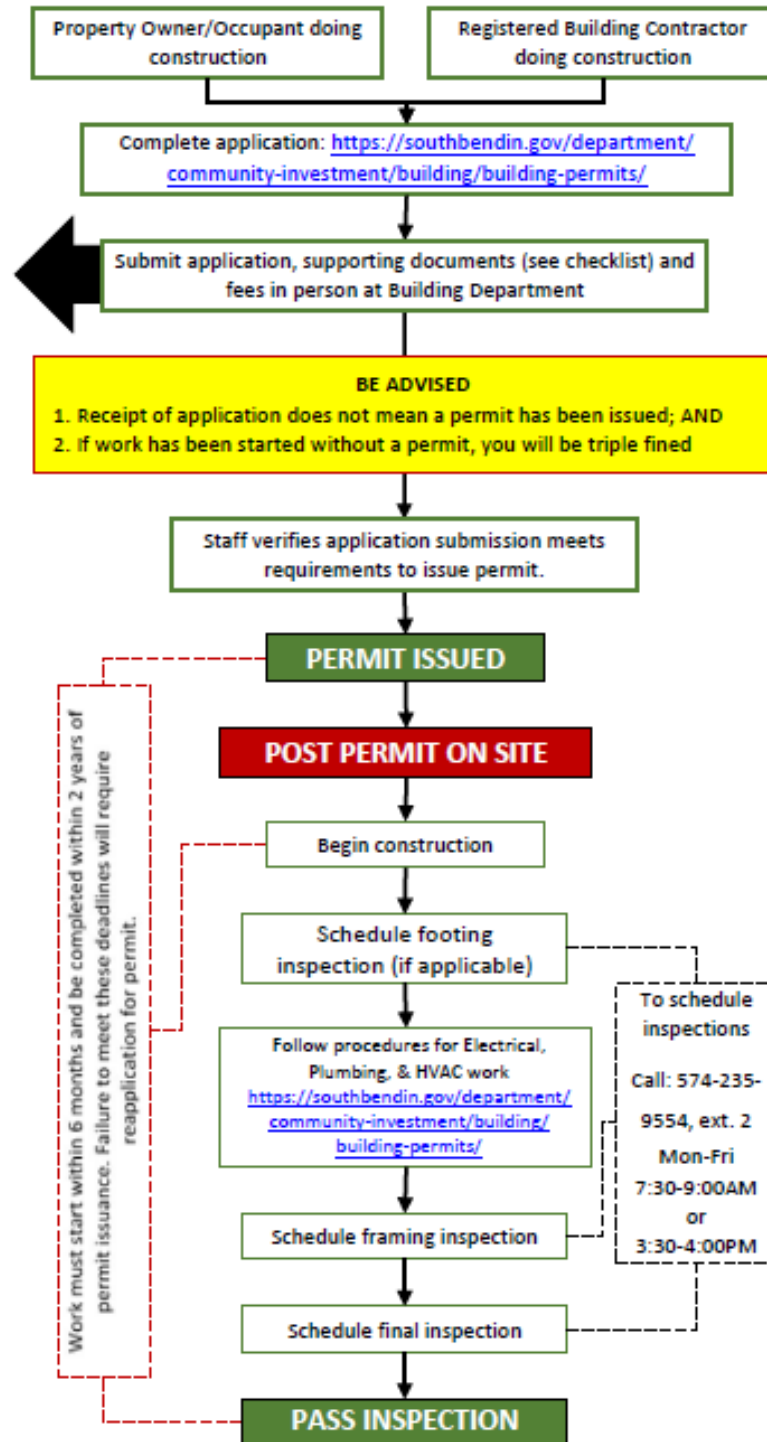
*IF APPLYING FOR A NEW DUPLEX, PLEASE COMPLETE 2 APPS (1 FOR EACH UNIT)

- 1. Completed Application
2. Utility Verification Form from City Engineering/Board of Public Works
3. Driveway Permit from City Engineering/Board of Public Works
4. Legal lot of record in accordance to the City of South Bend Zoning and Subdivision Ordinances
5. Special use/exception and/or variance approvals if applicable
6. Energy Code Certification
7. Site Plan:
a. Must include entire property, property lines, and abutting streets/alleys
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. Size, type, and location of proposed structure, including anything over 30" above grade
e. *Must include a Porch, Stoop, or Gallery
f. *Primary facade/main entrance orientation and garage door orientation
g. *Location of Walkway from entrance to sidewalk or driveway
h. *Location of Driveway and number of parking spaces
i. *Location of Streetscape Shade Tree
8. *Elevation plans showing Transparency- MUST INCLUDE WINDOW DIMENSIONS
9. *Basement will include at least one Emergency Egress window or door (per IRC 310.1)
*PLEASE INITIAL [] OR NO BASEMENT []
10. Cost of labor and materials (on application form)
11. All applicable contractors involved in the project (on application form, must be licensed/registered)
12. 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
City of South Bend Zoning Ordinance/Variance Applications:
https://southbendin.gov/zoning/
Historic Properties:
https://stjocogis.maps.arcgis.com/apps/PublicInformation/index.html?appid=fe6f472405f14b468e2f983c83ecbba1

NEW HOUSE PERMIT APPLICATION PROCESS FOR CITY PROPERTIES



CITY NEW 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	

PRE-APPROVED PLAN

PRE-APPROVED PLAN WITH MODIFICATIONS

PROPERTY OWNER: _____

PHONE NUMBER: _____ **EMAIL:** _____

MAILING ADDRESS:

Address	City	State	Zip
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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)
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VARIANCE, SPECIAL USE/ EXCEPTION APPROVAL DATE, IF APPLICABLE*: _____
 *PLEASE PROVIDE APPROVAL LETTER

HAVE YOU INCLUDED:	<input type="checkbox"/> PORCH	OR	<input type="checkbox"/> STOOP	OR	<input type="checkbox"/> GALLERY	<input type="checkbox"/> EMERGENCY EGRESS
	<input type="checkbox"/> WALKWAY FROM ENTRANCE TO SIDEWALK TO DRIVEWAY	AND	<input type="checkbox"/> PARKING SPACE(S)	AND	<input type="checkbox"/> STREETSCAPE SHADE TREE	AND IN BASEMENT PLEASE INITIAL <div style="border: 1px solid black; width: 40px; height: 20px; margin: 0 auto;"></div>

PROPOSED BUILDING SET BACKS:

Front Lot Line (ft)	Side Lot line (ft)	Side Lot line (ft)	Rear lot line (ft)	Other (ft)
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CITY NEW HOUSE PERMIT APPLICATION
ST. JOSEPH COUNTY | CITY OF SOUTH BEND | BUILDING DEPARTMENT

BUILDING CONTRACTOR: _____ **OR** **OWNER AS CONTRACTOR**

PHONE: _____ **EMAIL:** _____

ADDRESS: _____
Address City State Zip

***PROPOSED SEWER CONTRACTOR (IF APPLICABLE):** _____

***PROPOSED WATER CONTRACTOR (IF APPLICABLE):** _____

***If listed Sewer and/or Water Contractors listed changes, please email building@southbendin.gov stating this.**

***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

City of South Bend Public Works
Engineering Division
227 W. Jefferson, County City Building 1316
South Bend, IN 46601-1830



Phone: 574.235.9254

Fax: 574.235.9171

Email: rowpermitsoffice@southbendin.gov

BUILDING DEPARTMENT DRIVEWAY PRE-APPROVAL FORM

Requires **3 WORKING** days minimum for review by Engineering Division

Submission Date: _____ Developer/Builder: _____

Contact Information (Name & Phone/Email): _____

Property Address: _____

Type of Curb Cut:

- Residential Driveway Commercial Driveway - 24' Maximum Width Alley Approach - 14' Typical Width
 10' (Single) Industrial Driveway - 30' Maximum Width
 16' (Max Width)

Complete each item:

1. Does the existing lot meet setback requirements for the governing district? Yes No
2. For lots being improved, has a variance been granted from the Board of Zoning Appeals? N/A Yes No
3. Are there any intersections within 50' of the proposed residential drive?
(Industrial approach requires 100' distance from intersections) Yes No
_____ Provide Proximity
4. Are there any obstructions near the drive? (i.e light poles, hydrants etc.) If so, list here: _____ Yes No
5. Does the existing property have access to garage via an alleyway? Yes No
6. Does the proposed work meet clear sight area requirements? Yes No

Additional Comments: _____

Drawing of proposed work must be included with this application

****THIS IS NOT A PERMIT - Contractor bonded with Public Works shall pull a permit for work in the Right of Way****

ENGINEERING OFFICE USE ONLY:

- Approved Approved as Noted Denied as Noted Traffic Study Required

Comments: _____

Engineering Division Authorized Signature

Date: _____

Driveway Specifications and Standards

Go to www.southbendin.gov

Departments>Public Works>Engineering

Scroll down page and see:

Design & Construction Standards & Prevailing Spec for Public Works

Also, see South Bend Municipal Code for zoning and property improvement guidelines.

****Contractor bonded with Public Works shall pull a permit for construction work in the Right of Way.**

Permit fees for construction in the Right of Way:

Construction: Sidewalk/Curb/Gutter/Alley/Approach/Roadway

(Fees include \$25 processing fee)

Replacement-in-kind	Curb or Sidewalk	\$0
	Residential Driveway Approach (\$15)	\$40
	Non-residential Driveway Approach	\$120
New	Curb or Sidewalk (\$5/10 linear feet)	\$25 minimum
	Residential Driveway Approach	\$60
	Non-residential Driveway Approach	\$155
	Roadway or Alley (\$10/10 linear feet)	\$50 minimum
Re-inspection		\$25