





## **BUILDING DEPARTMENT**

# **CITY OF SOUTH BEND** NEW HOUSE PERMIT APPLICATION

#### PERMIT CHECKLIST

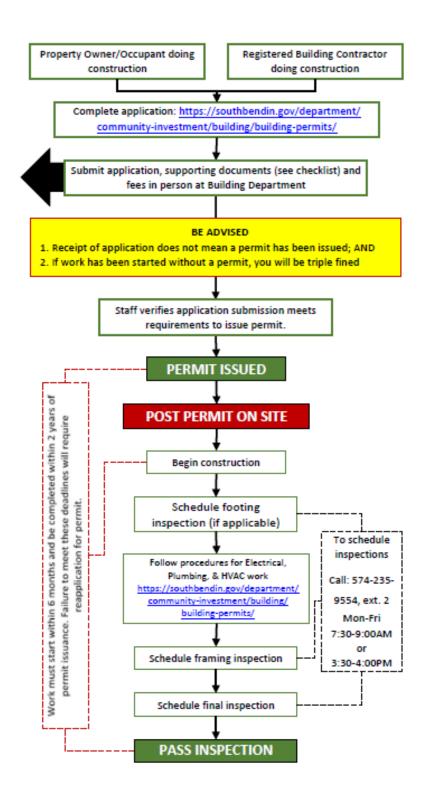
\*PLEASE NOTE NEW CITY ZONING ORDINANCE UPDATES, EFFECTIVE 1/1/2020: https://southbendin.gov/zoning/

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

	<ol> <li>1.</li> <li>2.</li> <li>3.</li> <li>4.</li> </ol>	Completed Application Utility Verification Form from City Engineering/Board of Public Works Driveway Permit from City Engineering/Board of Public Works (Please submit application on page 5 & 6 to <a href="mailto:rowpermitsoffice@southbendin.gov">rowpermitsoffice@southbendin.gov</a> ; approval is not needed for driveways off of an alleyway) Legal lot of record in accordance to the City of South Bend Zoning and Subdivision Ordinances, should be checked with the Zoning Department prior to obtaining ownership of the property				
Н	5.	Special use/exception and/or variance approvals if applicable				
H	6. 7.	Energy Code Certification Site Plan:				
		<ul> <li>a. Must include entire property, property lines, and abutting streets/alleys</li> <li>b. If parcel is under 3 acres, it must be drawn to an engineer scale (no smaller than 1/8")</li> <li>c. Size and location of all structures existing on property</li> <li>d. Size, type, and location of proposed structure, including anything over 30" above grade</li> <li>e. *Must include a Porch, Stoop, or Gallery</li> <li>f. *Primary façade/main entrance orientation and garage door orientation</li> <li>g. *Location of Walkway from entrance to sidewalk or driveway</li> <li>h. *Location of Driveway and number of parking spaces</li> <li>i. *Location of Streetscape Shade Tree</li> </ul>				
	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.	2. Application fee **SEE FEE SCHEDULE FOR APPLICABLE PERMIT FEES				
		USEFUL LINKS				
Res	ident	tial 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	)						CASI	<b>.</b>	
ADDRESS:					City		Zip	Township	
					2.0,		<b> -</b>		
	Subdivision			Section of Subdivision		vision	Lot Number		
	CARRIAGE HOUSE		NARRO	NARROW HOUSE (2B)		STA	STANDARD HOUSE (3B)		
DUPLEX			NARROW HOUSE (3B)			STA	STANDARD HOUSE (4B)		
		WITH	I MODIFICAT	IONS (PLEA	SE ALSO SELECT	TYPE ABOVE,	, IF APPLICA	ABLE)	
PROPERTY	OWNER:							_	
PHONE NU	IMBER:			EMAIL:					
MAILING A	DDRESS:								
		Addre	ess		City	Sta	te	Zip	
PROPOSED	NEW HOU	SE VALUATION	I: \$		TOTAL SC	UARE FOOTA	GE:		
PROPOSED BUILDING	)								
SIZE:	1 <sup>st</sup> Floor (sq/ft)	2nd Floor (sq/ft)	Unfinished Basement (sq/ft)	Finished Basemer (sq/ft)	nt over 30"	'Decks at or high and/or ed (sq/ft)	Garage (sq/ft)	Building Height (ft)	
	, SPECIAL US OVIDE APPRO	SE/ EXCEPTION OVAL LETTER	APPROVAL D	OATE, <b>IF API</b>	PLICABLE*:				
HAVE YOU INCLUDED:	:	PORCH	OR	STOOP	OR	GALLERY	EMERGE	NCY EGRESS	
		ROM ENTRANCE K TO DRIVEWAY	AND	PARKING SPACE(S)	AND	STREETSCAPE SHADE TREE		ASEMENT ISE INITIAL	
PROPOSE BUILDING SET BACK	s:								
	Fro	nt Lot Line (ft)	Side Lot	line (ft)	Side Lot line (ft)	Rear lot line	(ft)	Other (ft)	

#### **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		
	WER CONTRACTOR (IF APPLICABLE): ATER CONTRACTOR (IF APPLICABLE):					
*If listed Sewer	and/or Water Contractors listed cha	nges, please ema	ail <u>building@southbendin.go</u>	v stating this.		
	s must be licensed and/or registered hbendin.gov/government/content/contr		rtment. For more informatio	on onthisgo to		
	if there is an existing structure, or has po to fire damage, a demolition permit appli			t will not		
*Application careview.	n be emailed to us at <mark>building@sou</mark>	<mark>thbendin.gov</mark> or	provided to the address be	low for		
*Application m	ust be signed below					
I certify the above	e to be true and accurate to the best of n	ny knowledge.				
conforming with t	ssignee obtaining this permit is responsible the setback, height, and all other requirer operty may be more restrictive and shoul	ments of the Zonir				
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 to	the above respons	ibility.			
	APPLICANT SIGNATURE		DATE			
	PRINT NAME		ORG/BUSINESS OR OWNE	R		
	PHONE		FMAII			

#### 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 <u>3 WORKING</u> days minimum for review by Engineering Division

Submission Date	: Develop	per/Builder:						
Contact Informatio	Contact Information (Name & Phone/Email):							
Property Address	:							
Type of Curb C	ut:							
Residential Dri	☐ Industrial Driveway	way - 24' Maximum Width y - 30' Maximum Width	Alley Appro	ach - 14' 1	ypical <b>W</b>			
Complete each	ı item:							
1. Does the existi	ng lot meet setback requireme	ents for the governing distr	ict?	☐ Yes	□ No			
2. For lots being i	mproved, has a variance beer	n granted from the Board	of Zoning Appe					
<ol><li>Are there any industrial approximation</li></ol>	ntersections within 50' of the proach requires 100' distance from	roposed residential drive? om intersections)		Yes Provide I	□ No			
<b>4.</b> Are there any here:	obstructions near the drive? (i.	e light poles, hydrants etc.	) If so, list	☐ Yes	□ No			
5. Does the existing	ng property have access to go	ırage via an alleyway?		☐ Yes				
	osed work meet clear sight are			Yes	□ No			
	awing of proposed work mu - Contractor bonded with P			k in the R	ight of			
	Approved as Noted	Donied as Noted	Traffia St.	-l D : .	1			
					<b>=</b> a			
					-			

## <u>Driveway Specifications and Standards</u>

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: Sidewo	alk/Curb/Gutter/Alley/Approach/Roadway	
Douberouset in kind	Curb or Sidewalk	\$0
Replacement-in-kind	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