

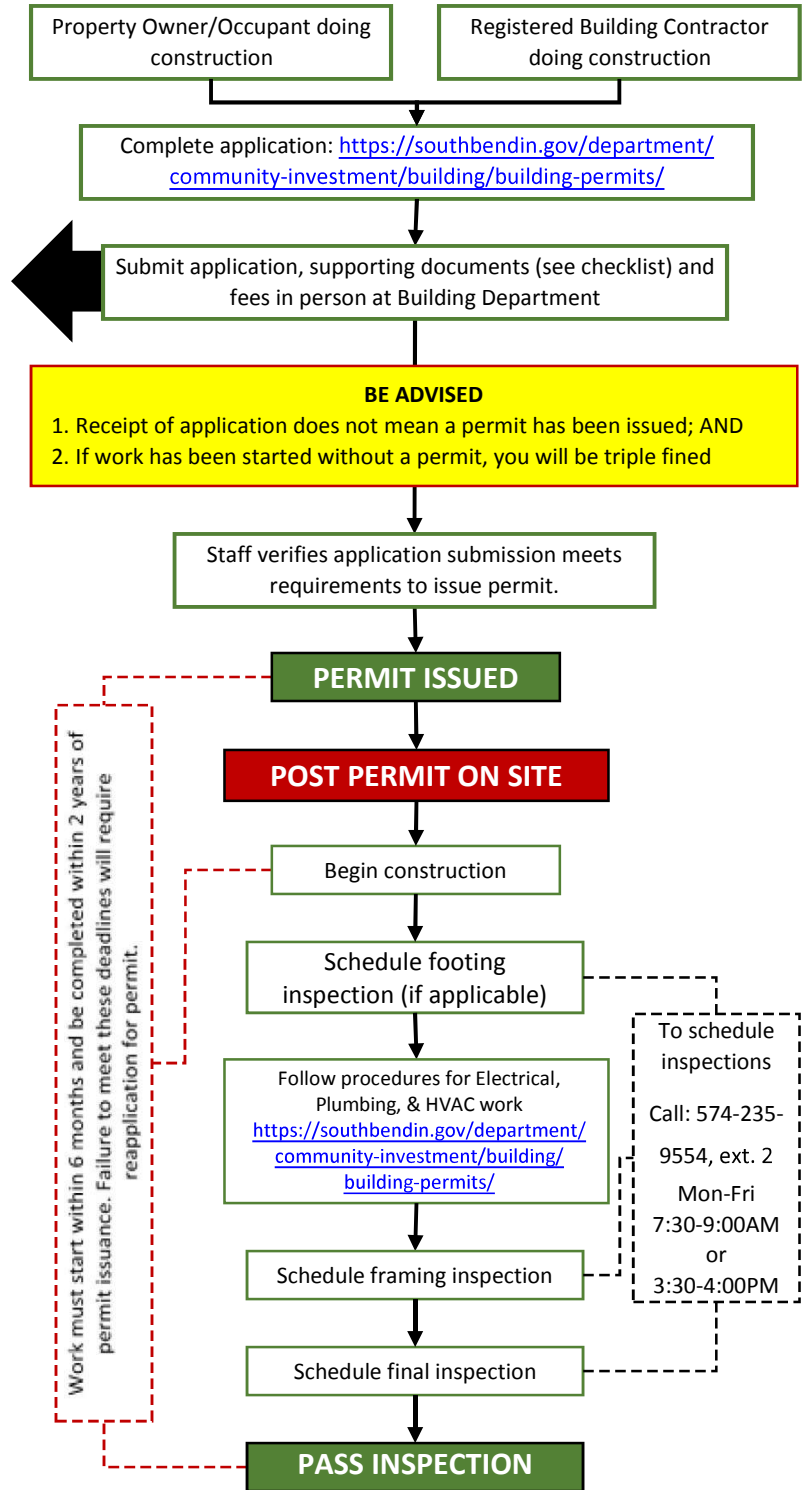
St. Joseph County | City of South Bend BUILDING DEPARTMENT CITY HOME ADDITION PERMIT APPLICATION

CITY HOME ADDITION PERMIT CHECKLIST

- 1. Completed Application
- 2. Site plan showing size of property
 - a. size and location of dwelling on the property
 - b. size and location of any other proposed structures
 - c. location of septic and well
 - d. If parcel is under 3 acres, it must be drawn to an engineer scale (no smaller than 1/8")
 - e. An example site plan can be found here: <https://southbendin.gov/wp-content/uploads/2018/08/Example-of-Site-Plan.pdf>
- 3. Special use/exception and/or variance approvals if applicable
- 4. Cost of labor and materials for project (on application form)
- 5. Size of dwelling including dimensions of basement, second floor, garage(s), porches, and decks at or over 30" above grade (on application form)
- 6. All contractors involved in the project-building, electrical, plumbing, and HVAC. (on application)
- 7. Energy Code Certification: <https://southbendin.gov/wp-content/uploads/2018/08/EnergyCodeComplianceProcessANDforms.pdf>
- 8. ***Elevation plans showing Transparency- MUST INCLUDE WINDOW DIMENSIONS** (2nd story, towards front/corner of lot, closing or altering the size of existing windows)
- 9. 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/Variance Applications
<https://southbendin.gov/department/community-investment/planning-community-resources/zoning/>
- ✓ Flood Plain and Wetlands
<https://indnr.maps.arcgis.com/apps/webappviewer/index.html?id=05026dabc2e8461983e196d56a213c1e>
- ✓ Historic Properties
<https://stjocogis.maps.arcgis.com/apps/PublicInformation/index.html?appid=fe6f472405f14b468e2f983c83ecbba1>





CITY HOME ADDITION PERMIT APPLICATION

ST. JOSEPH COUNTY | CITY OF SOUTH BEND | BUILDING DEPARTMENT

PAYMENT:	
CHECK #	
CARD	<input type="checkbox"/>
CASH	<input type="checkbox"/>

PROPOSED PROJECT ADDRESS:

Address	City	Zip	Township
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PROPERTY OWNER:

PHONE NUMBER:

EMAIL:

MAILING ADDRESS:

Address	City	State	Zip
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PROPOSED ADDITION VALUATION: \$ _____

TOTAL SQUARE FOOTAGE OF PROPOSED ADDITION: _____

PROPOSED ADDITION TO HOUSE:

1 st Flr (sq/ft)	2nd Flr (sq/ft)	Porch/Deck at or over 30" high and/or covered (sq/ft)	Height (ft)	Basement (sq/ft)	*IF ADDING BASEMENT SQUARE FOOTAGE, please initial above that an appropriate means of egress/egress window already exists, or will be installed as a part of this addition, where applicable
_____	_____	_____	_____	_____	<div style="border: 1px solid black; width: 50px; height: 30px; margin: 0 auto;"></div>

PROPOSED ADDITION TO GARAGE:

Garage Addition (sq/ft)	Existing Garage (sq/ft)	Total Ground Floor (sq/ft)	Height (ft)
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VARIANCE, SPECIAL USE/ EXCEPTION APPROVAL DATE, IF APPLICABLE*: _____

PROPOSED SETBACKS OF ADDITION:

Front Lot Line (ft)	Side Lot line (ft)	Side Lot line (ft)	Rear lot line (ft)	Other (ft)
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***ALONG WITH SITE PLAN AND ENERGY CODE COMPLIANCE, BE SURE TO PROVIDE ELEVATION PLANS SHOWING TRANSPARENCY WHEN APPLICABLE (2ND STORY, TOWARDS FRONT/CORNER OF LOT, CLOSING OR ALTERING THE SIZE OF EXISTING WINDOWS)**

