



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/

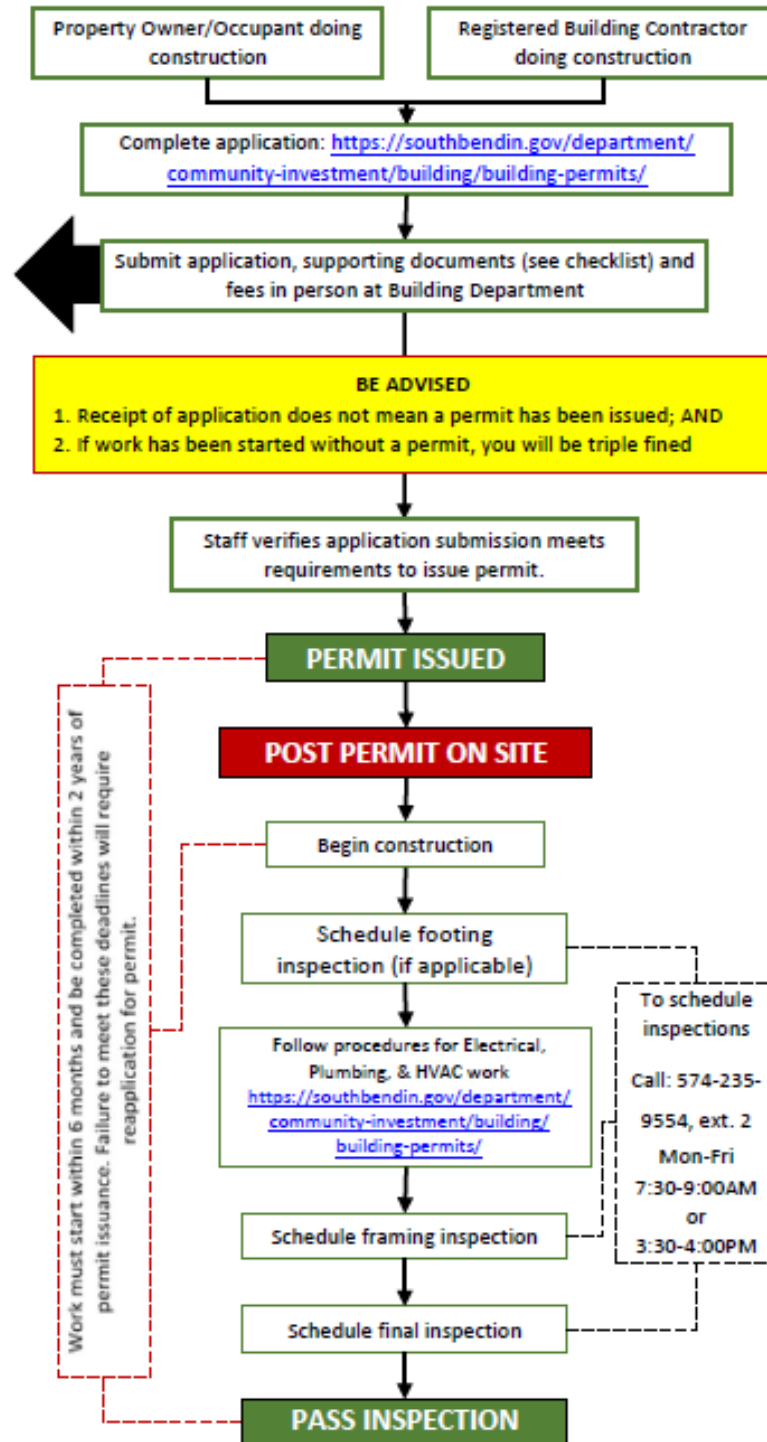
*IF APPLYING FOR A NEW DUPLEX, PLEASE COMPLETE 2 APPS (1 FOR EACH UNIT)

- 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
c. Size and location of all structures existing on property
d. Size, type, and location of proposed structure
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
12. Application fee **SEE FEE SCHEDULE FOR APPLICABLE PERMIT FEES

USEFUL LINKS

- Residential Permitting Steps:
City of South Bend Zoning Ordinance/Variance Applications:
Historic Properties:

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	

CARRIAGE HOUSE NARROW HOUSE (2B) STANDARD HOUSE (3B)
DUPLEX NARROW HOUSE (3B) STANDARD HOUSE (4B)

WITH MODIFICATIONS (PLEASE ALSO SELECT TYPE ABOVE, IF APPLICABLE)

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"/>	OR	<input type="checkbox"/>	OR	<input type="checkbox"/>	OR	<input type="checkbox"/>
PORCH		STOOP		GALLERY		EMERGENCY EGRESS
<input type="checkbox"/>	AND	<input type="checkbox"/>	AND	<input type="checkbox"/>	AND	IN BASEMENT PLEASE INITIAL
WALKWAY FROM ENTRANCE TO SIDEWALK TO DRIVEWAY		PARKING SPACE(S)		STREETSCAPE SHADE TREE		<div style="border: 1px solid black; width: 60px; height: 30px; 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 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