



# St. Joseph County | City of South Bend

## BUILDING DEPARTMENT

### CITY WINDOWS/DOORS PERMIT APPLICATION

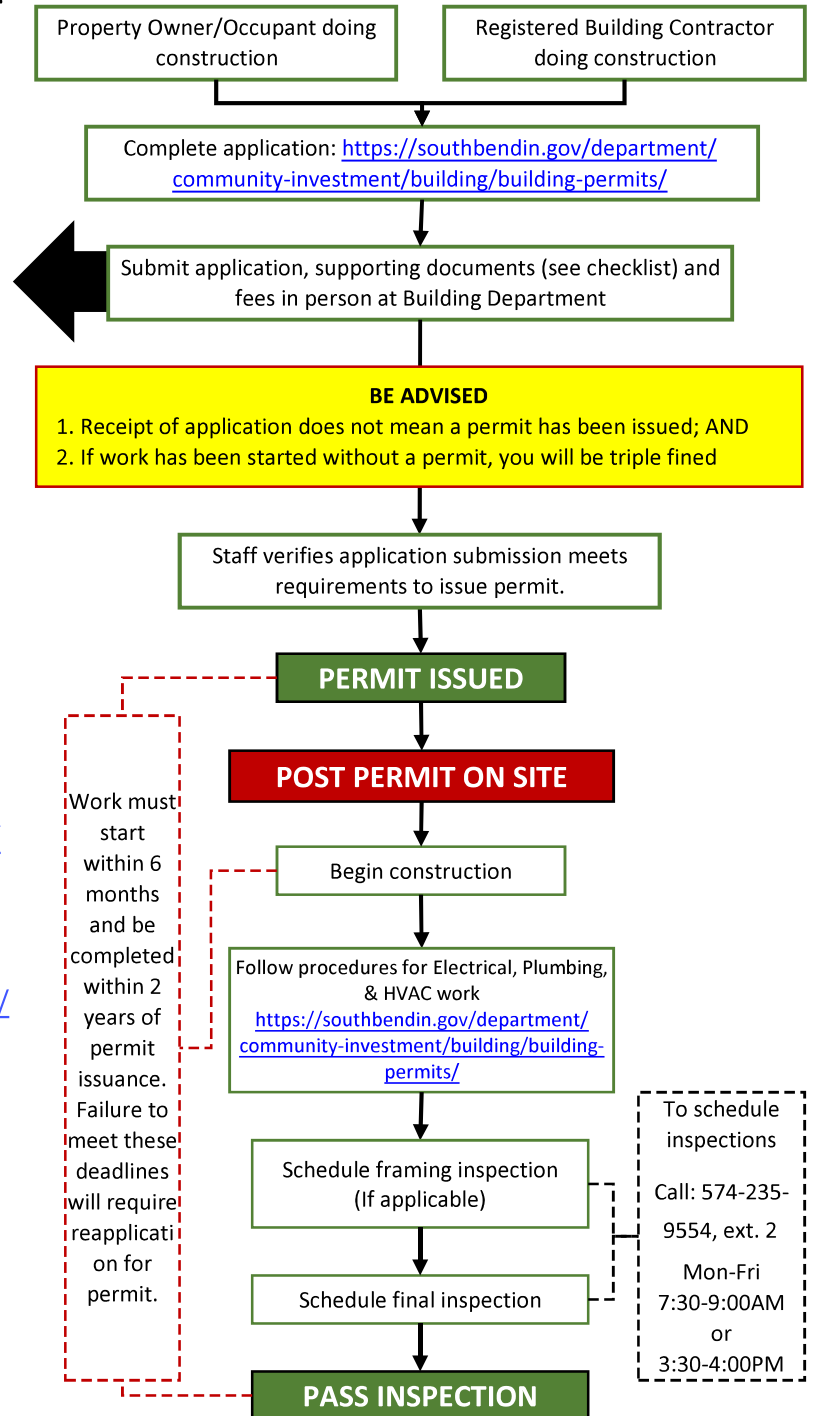
#### CITY WINDOWS/DOORS PERMIT CHECKLIST

- ☐ 1. Completed Application
- ☐ 2. Special use/exception and/or variance approvals if applicable
- ☐ 3. Signed contract showing estimated cost of construction
- ☐ 4. All contractors involved in the project-building, electrical, plumbing, and HVAC. (on application form)
- ☐ 5. Energy Code Certification, if applicable
- ☐ 6. **\*Elevation plans showing Transparency, including window dimensions (2nd story, towards front/corner of lot, closing or altering the size of existing windows)**
- ☐ 7. Application fee **\*\*SEE FEE SCHEDULE FOR APPLICABLE PERMIT FEES**

#### USEFUL LINKS

City Zoning Website: <https://southbendin.gov/department/community-investment/planning-community-resources/zoning/>

Historic Preservation Commission: <https://southbendin.gov/department/community-investment/planning-community-resources/historic-preservation-commission/>



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215 S. Martin Luther King Jr. Blvd. | Suite 100 | South Bend, IN 46601 | p. 574.235.9554 | f. 574.235.5541 | [www.southbendin.gov](http://www.southbendin.gov)



## CITY WINDOWS/DOORS PERMIT APPLICATION

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

PAYMENT:

CHECK #

CARD

CASH

☐  
☐

PROPOSED  
PROJECT  
ADDRESS:

Address

City

Zip

Township

PROPERTY OWNER:

PHONE NUMBER:

EMAIL:

MAILING ADDRESS:

Address

City

State

Zip

**\*\*IF THE PROPERTY OWNER WILL NOT BE PERFORMING THIS WORK AND A CONTRACTOR IS BEING HIRED, SIGNED CONTRACT SHOWING COST OF CONSTRUCTION MUST BE PROVIDED UPON APPLICATION SUBMITTAL\*\***

\*TOTAL COST OF CONSTRUCTION: \$

\*If adding square footage, please also complete Addition or Accessory Application listing Construction Cost\*

DUE TO FIRE DAMAGE: YES ☐ NO ☐

DUE TO STORM DAMAGE: YES ☐ NO ☐

SCOPE OF PROJECT:

WINDOWS- REPLACEMENT ONLY? YES ☐ NO ☐

DOORS- REPLACEMENT ONLY? YES ☐ NO ☐

**\*IF YOU ARE CLOSING OFF OR ALTERING THE SIZE OF ANY EXISTING WINDOWS/DOORS FACING THE FRONT AND/OR CORNER OF LOT, BE SURE TO PROVIDE ELEVATION PLANS SHOWING TRANSPARENCY. QUESTIONS REGARDING TRANSPARENCY CAN BE DIRECTED TO [CITY ZONING](#).**

DOES THIS PROJECT INCLUDE ANY WORK IN THE BASEMENT? YES ☐ NO ☐

**\*IF YES, WILL AN EGRESS WINDOW BE INSTALLED AS A PART OF THIS RENOVATION? YES ☐ NO ☐**

**\*IF NOT, PLEASE INITIAL THAT AN APPROPRIATE MEANS OF EGRESS ALREADY EXISTS WHERE APPLICABLE**

OWNER ☐ CONTRACTOR ☐

INITIALS

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## CITY WINDOWS/DOORS PERMIT APPLICATION

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### BUILDING

CONTRACTOR: \_\_\_\_\_ OR OWNER AS CONTRACTOR ☐

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
Address City State Zip

### SUB-CONTRACTORS:

Electrical Contractor: \_\_\_\_\_ N/A ☐

Plumbing Contractor: \_\_\_\_\_ N/A ☐

HVAC Contractor: \_\_\_\_\_ N/A ☐

Other: \_\_\_\_\_ Scope of Work: \_\_\_\_\_

Other: \_\_\_\_\_ Scope of Work: \_\_\_\_\_

Other: \_\_\_\_\_ Scope of Work: \_\_\_\_\_

Other: \_\_\_\_\_ Scope of Work: \_\_\_\_\_

Other: \_\_\_\_\_ Scope of Work: \_\_\_\_\_

**\*All contractors must be registered with our department. For more information on this go to <https://southbendin.gov/department/community-investment/building/contractor-licenses/>**

**\*Application can be emailed to us at [building@southbendin.gov](mailto:building@southbendin.gov) or provided to the address below for review.**

**\*Application must be signed below.**

I certify the above to be a true and accurate to the best of my knowledge.

\_\_\_\_\_  
APPLICANT SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
ORG/BUSINESS OR OWNER

\_\_\_\_\_  
PHONE

\_\_\_\_\_  
EMAIL

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