



BUILDING DEPARTMENT

ST. JOSEPH COUNTY
NEW MANUFACTURED/MODULAR HOUSE PERMIT APPLICATION

PERMIT CHECKLIST

- ☐ 1. Completed Application
- ☐ 2. Septic and well permits from the St. Joseph County Health Department or Utility Verification Form from City Engineering/Board of Public Works
- ☐ 3. Driveway permit from the St. Joseph County Engineering Department
- ☐ 4. Legal lot of record in accordance to the St. Joseph County Zoning and Subdivision Ordinances, should be checked with the Zoning Department prior to obtaining ownership of the property
- ☐ 5. Special use/exception and/or variance approvals if applicable
- ☐ 6. Energy Code Certification
- ☐ 7. Site Plan showing:
 - ☐ a. Aerial view of entire property, including property lines and abutting streets
 - ☐ b. If parcel is under 3 acres, it must be drawn to an engineer scale (no smaller than 1/8")
 - ☐ c. Size and location of all structures existing on property
 - ☐ d. Location of septic and well
 - ☐ e. Size, type, location of proposed structure, including anything above 30 inches grade
 - ☐ f. Example: <https://southbendin.gov/wp-content/uploads/2025/03/SITE-PLAN-TO-SCALE.pdf>
- ☐ 8. *Basement will include *at least one Emergency Egress window or door (per IRC 310.1)*
 *PLEASE INITIAL OR NO BASEMENT ☐
- ☐ 9. Cost of labor and materials (on application form)
- ☐ 10. All applicable contractors involved in the project (on application form, must be licensed/registered)
- ☐ 11. Application fee **SEE FEE SCHEDULE FOR APPLICABLE PERMIT FEES

USEFUL LINKS

County Zoning Website: <https://www.sjcindiana.gov/1883/Planning-Zoning>

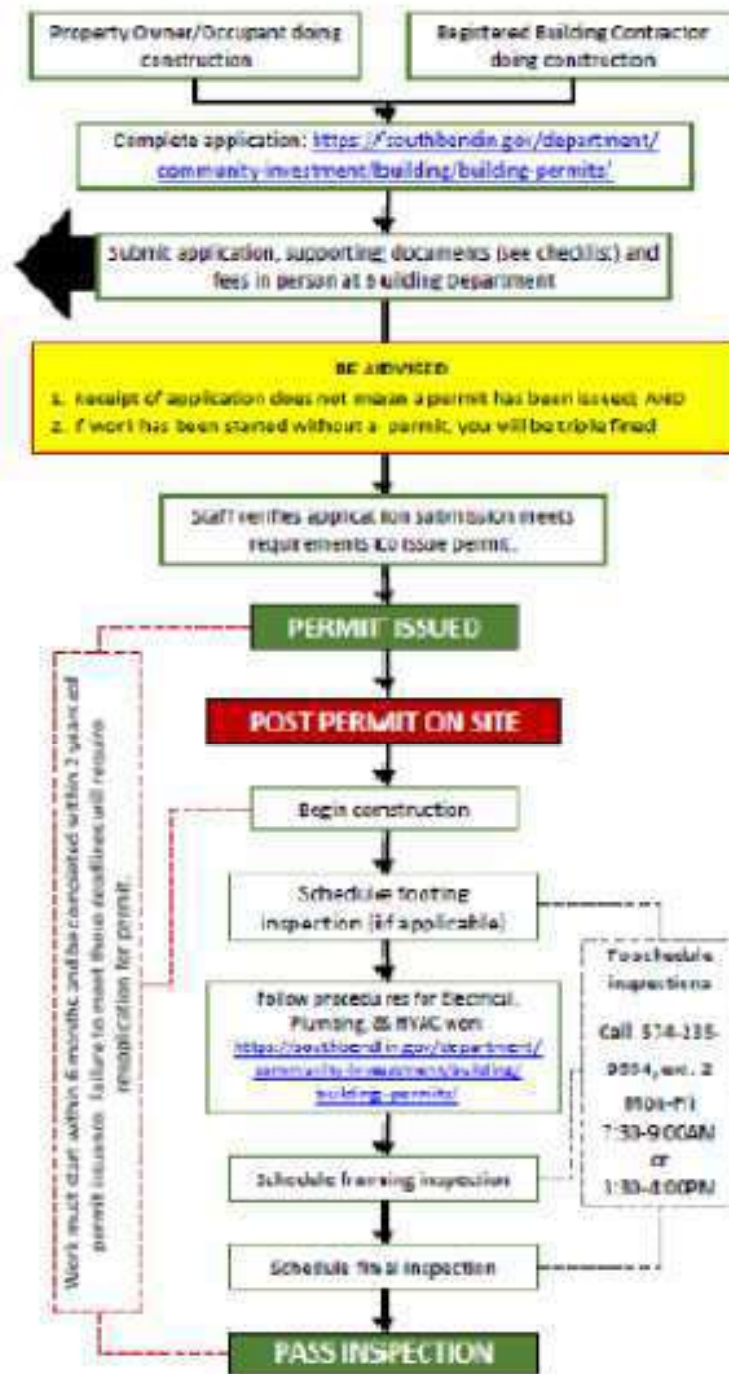
County Engineering Website: <https://www.sjcindiana.gov/2172/Engineering>

FEMA Flood Boundaries: <https://stjocogis.maps.arcgis.com/apps/webappviewer/index.html?id=c1fc9bb75b26428db5b1684fc9aa3e56>

Ditch, Tile, & Watershed Boundaries: <https://stjocogis.maps.arcgis.com/apps/PublicInformation/index.html?appid=888fba60a1f34d609ed2451d65084698>

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NEW HOUSE PERMIT APPLICATION PROCESS FOR COUNTY PROPERTIES



COUNTY NEW MANUFACTURED/MODULAR 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

PROPERTY OWNER:

PHONE NUMBER:

EMAIL:

MAILING ADDRESS:

Address

City

State

Zip

PROPOSED NEW HOUSE VALUATION: \$

TOTAL SQUARE FOOTAGE:

PROPOSED
BUILDING
SIZE:

1st
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)

VARIANCE, SPECIAL USE/ EXCEPTION APPROVAL DATE, IF APPLICABLE*:

*PLEASE PROVIDE APPROVAL LETTER

☐

MODULAR

OR

☐

MANUFACTURED

MODULAR/
MANUFACTURED
HOUSE
INFORMATION:

Modular Numbers

Make

HUD #1

HUD #2

Serial Number

Roofing Materials

Pitch

Siding Materials

Date of Manufacture:

*If not yet manufactured, we will only issue a Foundation Permit.
Once manufactured, we will issue the New House Construction Permit.

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www.southbendin.gov

COUNTY NEW MANUFACTURED/MODULAR HOUSE PERMIT APPLICATION
ST. JOSEPH COUNTY | CITY OF SOUTH BEND | BUILDING DEPARTMENT

***HAVE YOU INCLUDED:** EMERGENCY EGRESS IN BASEMENT *PLEASE INITIAL ☐ OR NO BASEMENT ☐

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

PHONE: _____ **EMAIL:** _____

ADDRESS:

Address	City	State	Zip
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***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

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