



ST. JOSEPH COUNTY

CITY OF SOUTH BEND



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>

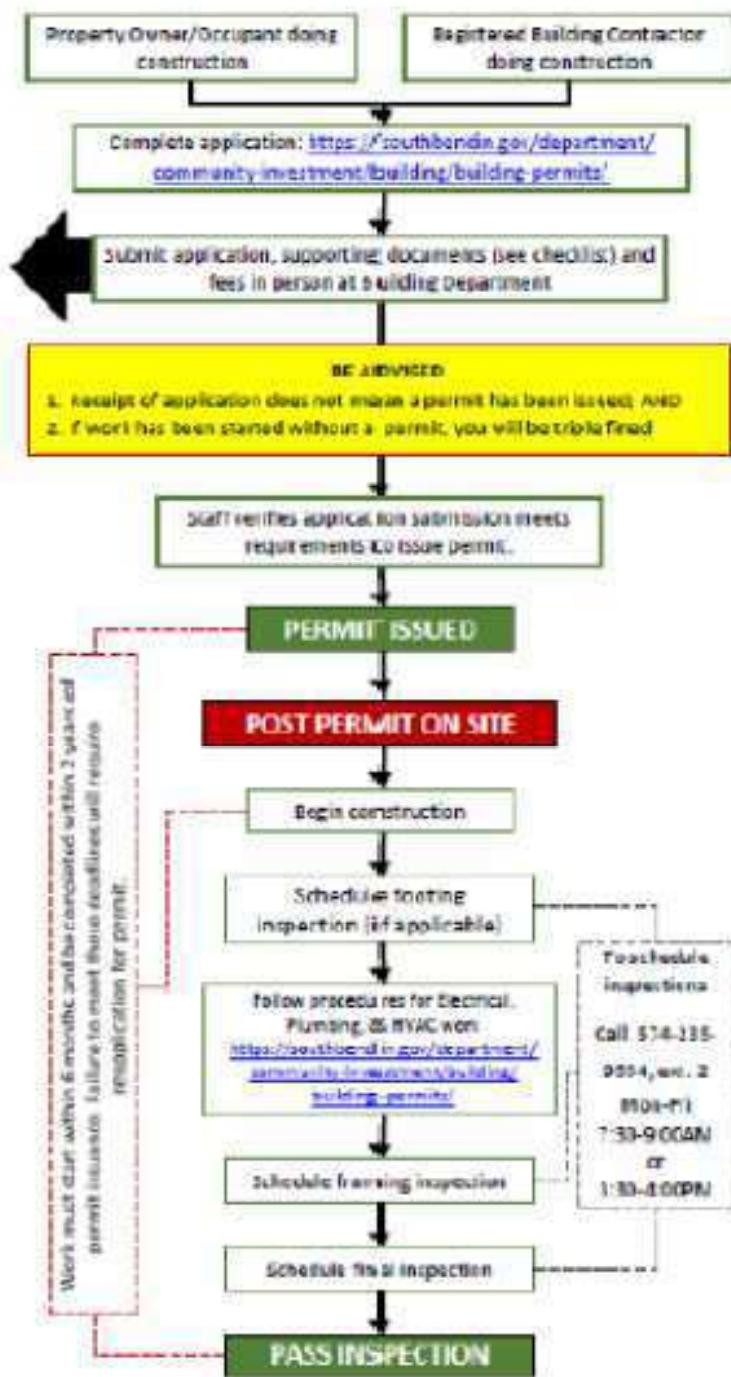
FEMA Flood Boundaries: <https://stjocogis.maps.arcgis.com/apps/webappviewer/index.html?id=c1fc9bb75b26428db5b1684fc9aa3e56>

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

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

**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:**

1 <sup>st</sup> 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



**MODULAR/  
MANUFACTURED  
HOUSE  
INFORMATION:**

MODULAR

OR

MANUFACTURED

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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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)

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**\*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)

**BUILDING****CONTRACTOR:****OR OWNER AS CONTRACTOR** **PHONE:****EMAIL:****ADDRESS:**

Address      City      State      Zip

**\*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](mailto: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.

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**APPLICANT SIGNATURE**

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**DATE**

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**PRINT NAME**

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**ORG/BUSINESS OR OWNER**

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**PHONE**

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**EMAIL**

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