



# St. Joseph County | City of South Bend

## BUILDING DEPARTMENT

### CITY ACCESSORY PERMIT APPLICATION (RESIDENTIAL)

#### CITY RESIDENTIAL ACCESSORY PERMIT CHECKLIST

1. Completed Application
2. Site plan showing
  - a. size of property
  - b. size and location of all structures on property
  - c. size and location of proposed accessory structure
  - d. If parcel is under 3 acres, it must be drawn to an engineer scale (no smaller than 1/8")
  - e. [Example of a site plan to scale](#)
3. Special use/exception and/or variance approvals if applicable
4. Location of septic system and well on property (if applicable)
5. Cost of labor and materials. This is for the total project including any mechanicals. (on application form)
6. All applicable contractors involved in the project-building, electrical, plumbing, and HVAC. (on application form)
7. Non-conversation agreement signed by property owner
8. Application fee \*\*SEE FEE SCHEDULE FOR APPLICABLE PERMIT FEES

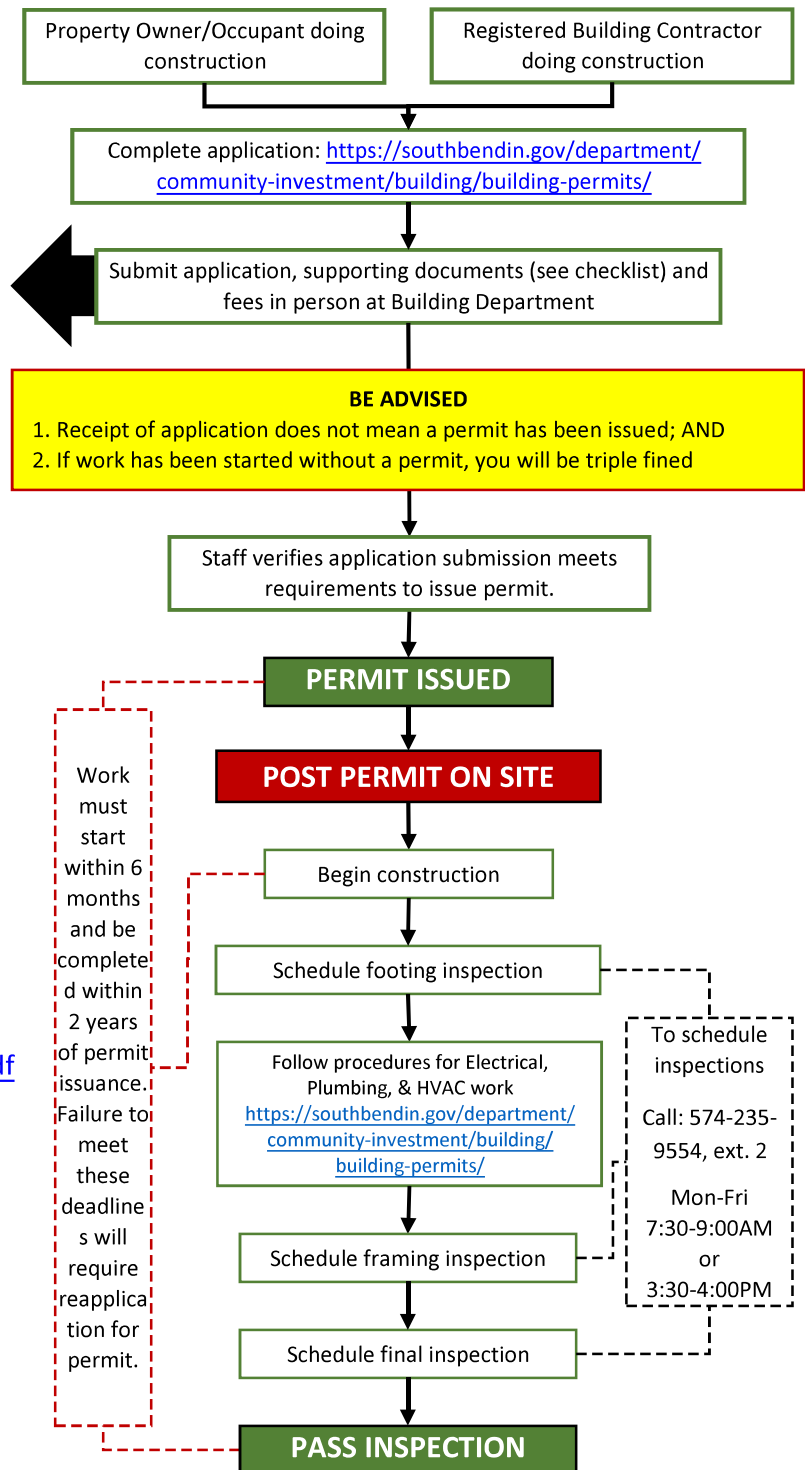
#### USEFUL LINKS

**Yes! You need a permit for that:** <https://southbendin.gov/wp-content/uploads/2025/05/YES-YOU-NEED-A-PERMIT.pdf>

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

**Flood Boundaries Map:** <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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# CITY ACCESSORY PERMIT APPLICATION (RESIDENTIAL)

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

PAYMENT:

CHECK #

CARD

CASH

\*WE DO NOT ACCEPT

AMERICAN EXPRESS

\*EXACT PAYMENTS MAY BE REQUIRED IF WE  
ARE UNABLE TO MAKE CHANGE FOR CASH  
PAYMENTS

## PROPOSED PROJECT ADDRESS:

Address

City

Zip

Township

☐

FOUNDATION FOR ACCESSORY BUILDING ONLY

## PROPERTY OWNER:

## PHONE NUMBER:

## EMAIL:

## MAILING ADDRESS:

Address

City

State

Zip

## PROPOSED ACCESSORY VALUATION: \$

## PROPOSED ACCESSORY SQUARE FOOTAGE:

## PROJECT TYPE:

☐ ACCESSORY BUILDING

☐ OTHER

Describe

## PROJECT SIZE:

Accessory Building (sq/ft)

Other (sq/ft)

Height (ft)

**\*\*If proposed structure is 576 square feet or larger, PROPERTY OWNER must sign the Nonconversion Agreement on page 4. \*\***

## EXISTING

## STRUCTURES:

Primary Structure (sq/ft)

Accessory Buildings (sq/ft)

Other (sq/ft)

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

\*PLEASE PROVIDE APPROVAL LETTER

## PROPOSED ACCESSORY SETBACKS:

Front Lot Line (ft)

Side Lot line (ft)

Side Lot line (ft)

Rear lot line (ft)

Other (ft)

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www.southbendin.gov



## CITY ACCESSORY PERMIT APPLICATION (RESIDENTIAL)

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

### BUILDING

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

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

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

\*IF A DIFFERENT CONTRACTOR THAN THAT LISTED ABOVE WILL BE PERFORMING **FOUNDATION WORK**, THEY MUST ALSO BE A REGISTERED BUILDING CONTRACTOR AND APPLY FOR A **SEPARATE FOUNDATION PERMIT**

\***All contractors must be licensed and/or registered with our department. For more information on this go to <https://southbendin.gov/departments/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 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.

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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**CITY ACCESSORY PERMIT APPLICATION (RESIDENTIAL)**

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

**NON-CONVERSION AGREEMENT  
FOR ACCESSORY STRUCTURES**

**\*\*\*MUST BE SIGNED BY PROPERTY OWNER\*\*\***

**Owner:** \_\_\_\_\_

**Address:** \_\_\_\_\_

In consideration for the granting of the above referenced permit, the Property Owner agrees to the following:

- 1) The enclosed area of the improvement, or the enclosed area adjacent to the improvement, shall be used solely for accessory or storage uses and will never be used for any other purpose without first becoming fully compliant with the Ordinance in effect for the district in which the address is located.
- 2) Any variation in construction beyond what is permitted shall constitute a violation and be abatable as such.
- 3) This **Nonconversion Agreement** becomes an attachment and an enforceable part of above referenced permit and grants the City of South Bend/St. Joseph County Building Department the ability to inspect and enforce the provisions of the Agreement at any time.

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Property Owner Signature**

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