

St. Joseph County | City of South Bend

BUILDING DEPARTMENT

CITY HOME ADDITION PERMIT APPLICATION

CITY HOME ADDITION PERMIT CHECKLIST

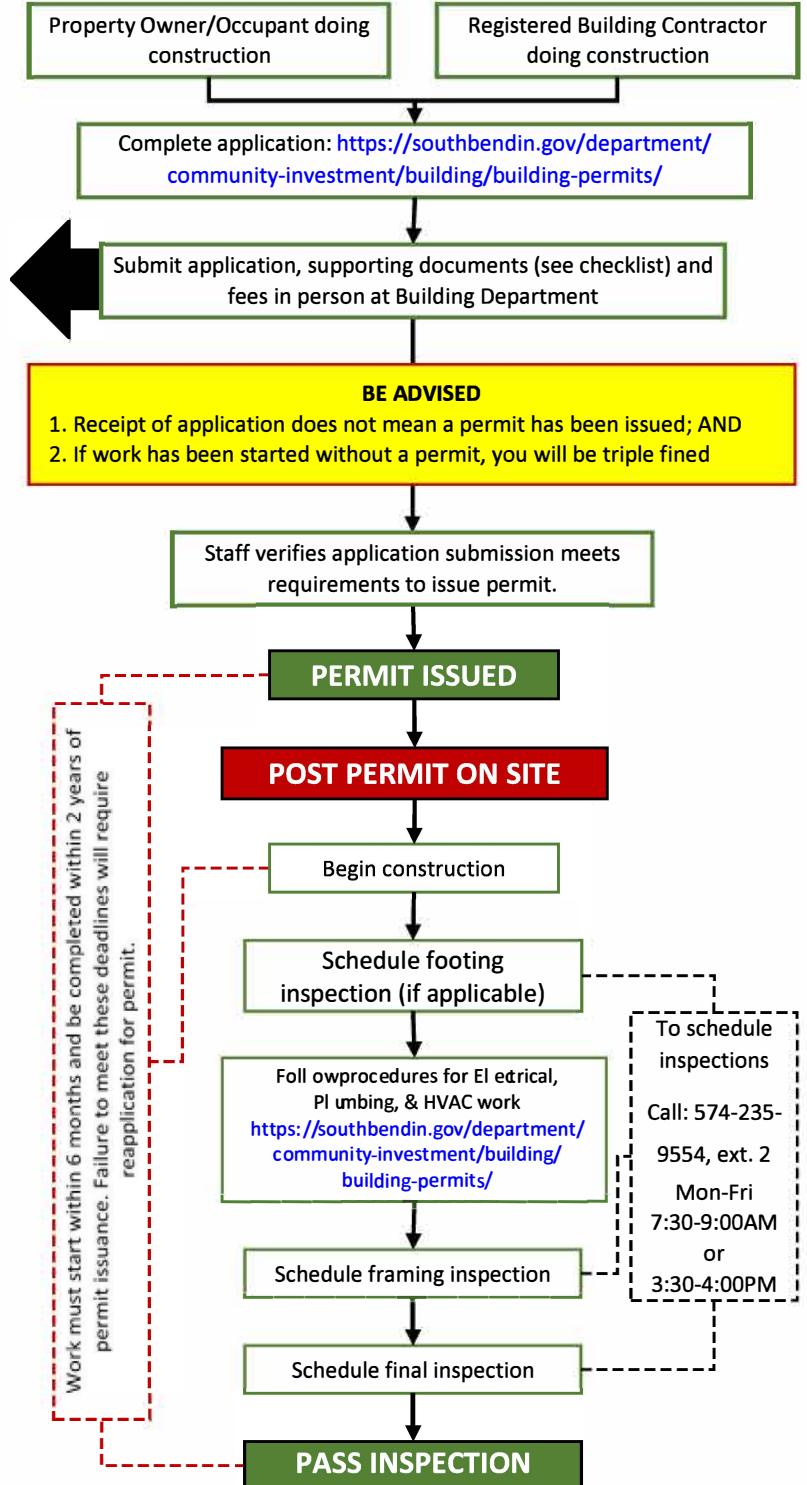
1. Completed Application
2. Site plan showing size of property
 - a. size and location of dwelling on the property
 - b. size and location of any other proposed structures
 - c. location of septic and well
 - d. If parcel is under 3 acres, it must be drawn to an engineer scale (no smaller than 1/8")
 - e. An example site plan can be found here:
<https://southbendin.gov/wp-content/uploads/2025/03/SITE-PLAN-TO-SCALE.pdf>
3. Special use/exception and/or variance approvals if applicable
4. Cost of labor and materials for project (on application form)
Size of dwelling including dimensions of basement, second floor, garage(s), porches, and decks at or over 30" above grade (on application form)
6. All contractors involved in the project-building, electrical, plumbing, and HVAC. (on application)
7. Energy Code Certification: <https://southbendin.gov/wp-content/uploads/2025/03/Energy.pdf>
8. ***Elevation plans showing Transparency- MUST INCLUDE WINDOW DIMENSIONS** (2nd story, towards front/corner of lot, closing or altering the size of existing windows)
9. 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>

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

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



EXCELLENCE | ACCOUNTABILITY | INNOVATION | INCLUSION | EMPOWERMENT

**CITY HOME ADDITION PERMIT APPLICATION**

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 _____

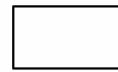
City _____

Zip _____

Township _____



FOUNDATION FOR ACCESSORY BUILDING ONLY

PROPERTY OWNER: _____**PHONE NUMBER:** _____ **EMAIL:** _____**MAILING ADDRESS:** _____
Address _____ City _____ State _____ Zip _____**PROPOSED ADDITION VALUATION:** \$ _____**TOTAL SQUARE FOOTAGE OF PROPOSED ADDITION:** _____**PROPOSED
ADDITION
TO HOUSE:**1st Flr
(sq/ft)2nd Flr
(sq/ft)Porch/Deck
at or over 30"
high and/or
covered
(sq/ft)Height
(ft)Basement
(sq/ft)***IF ADDING BASEMENT SQUARE FOOTAGE,**
please initial above that an appropriate
means of egress/egress window already
exists, or will be installed as a part of this
addition, where applicable**PROPOSED
ADDITION
TO GARAGE:**

Garage Addition (sq/ft)

Existing Garage (sq/ft)

Total Ground Floor (sq/ft)

Height (ft)

VARIANCE, SPECIAL USE/ EXCEPTION APPROVAL DATE, IF APPLICABLE*: _____**PROPOSED
SETBACKS
OF
ADDITION:**

Front Lot Line (ft)

Side Lot line (ft)

Side Lot line (ft)

Rear lot line (ft)

Other (ft)

***ALONG WITH SITE PLAN AND ENERGY CODE COMPLIANCE, BE SURE TO PROVIDE ELEVATION PLANS SHOWING
TRANSPARENCY WHEN APPLICABLE****(2ND STORY, TOWARDS FRONT/CORNER OF LOT, CLOSING OR ALTERING THE SIZE OF EXISTING WINDOWS)****EXCELLENCE I ACCOUNTABILITY I INNOVATION I INCLUSION I EMPOWERMENT**

**CITY HOME ADDITION PERMIT APPLICATION**

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

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 <https://southbendin.gov/department/community-investment/building/contractor-licenses/>**

***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.

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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215 S. Martin Luther King Jr. Blvd. | Suite 100 | South Bend, IN 46601 | p. 574.235.9554 | f. 574.235.5541 | www.southbendin.gov

PROCESS FOR ENERGY CODE COMPLIANCE RESIDENTIAL

There are three (3) possibilities for Energy Code Compliance:

New Construction (stand alone)

Required Documentation
Energy Compliance Certificate

New Construction (addition - conditioned space)

Required Documentation
Energy Compliance Certificate

New Construction Sunroom (addition - unconditioned space)

**permanent separation between conditioned space and addition*
Required Documentation
Energy Compliance Proposal - Sunroom

HOW TO MEET COMPLIANCE:

- 1) **PRESCRIPTIVE** - Compliance with a pre-determined set of standards regarding the building envelope based on R Values.(2020 InRC Chapter 11)
- 2) **PERFORMANCE** - Compliance by determining the actual energy use based on the performance of combined energy use, insulation and heat loss/gain.(2020 InRC 1105)

The Builder or Design Professional can fill out a Prescriptive Energy Compliance Certificate and nothing more is required. This will be verified at the final before a C of O is issued. A blower door test is required.

The Builder or Design Professional can produce either an approved RESCHECK or other approved Performance Based computerized energy program. Verification will take place before a C of O is issued.

If the Builder or Design Professional wants to do any kind of trade-off they are required to use RESCHECK or another approved Performance Based energy program. No exceptions! (2020 InRC 1106)

*Please keep window/door energy stickers on windows/door until framing inspection is completed or have available at site.

ENERGY COMPLIANCE PROPOSAL			
RESIDENTIAL			
COMPLIANCE METHOD	R-Values from Table 1102.1.2		Check (v) method
Prescriptive (Table 1102.1.2 2020 InRC)			
RESCHECK (http://www.energycodes.gov/rescheck)			
Performance (1105.3 2020 InRC)			
SQUARE FOOTAGE			
Total square feet of conditioned space			
INSULATION RATINGS (list R-value of predominant area of component)			ENTER R-VALUE or N/A (does not apply)
Ceiling/Roof (including access hatch)	38		
Walls	20 OR 13+5		
Basement	Ext. Continuous/ Interior	10/13	/
Floor	* over unconditioned space	30/19	/
Slab	R value/Depth	10/2 ft.	/
Crawl space	Ext. Continuous/ Interior	15/19	/
HEATING EQUIPMENT			EFFICIENCY (BTU'S/RATING)
Electric			
Gas			
COOLING EQUIPMENT			EFFICIENCY (BTU'S/SEER)
			/
FENESTRATION			ENTER U-VALUE
Predominant U-factor of windows	.35/skylight .60		

Property Address: _____

I hereby attest that I am the Builder or Design Professional of the above-referenced property and attest to the proposed compliance of this structure with the 2020 Indiana Residential Code or any subsequent amended version of the same regarding energy efficiency. I declare that the above statement is true and accurate to the best of my knowledge.

Builder/Registered Design Professional

Date