



St. Joseph County | City of South Bend

BUILDING DEPARTMENT

CITY HOME ADDITION PERMIT APPLICATION

CITY HOME ADDITION PERMIT CHECKLIST

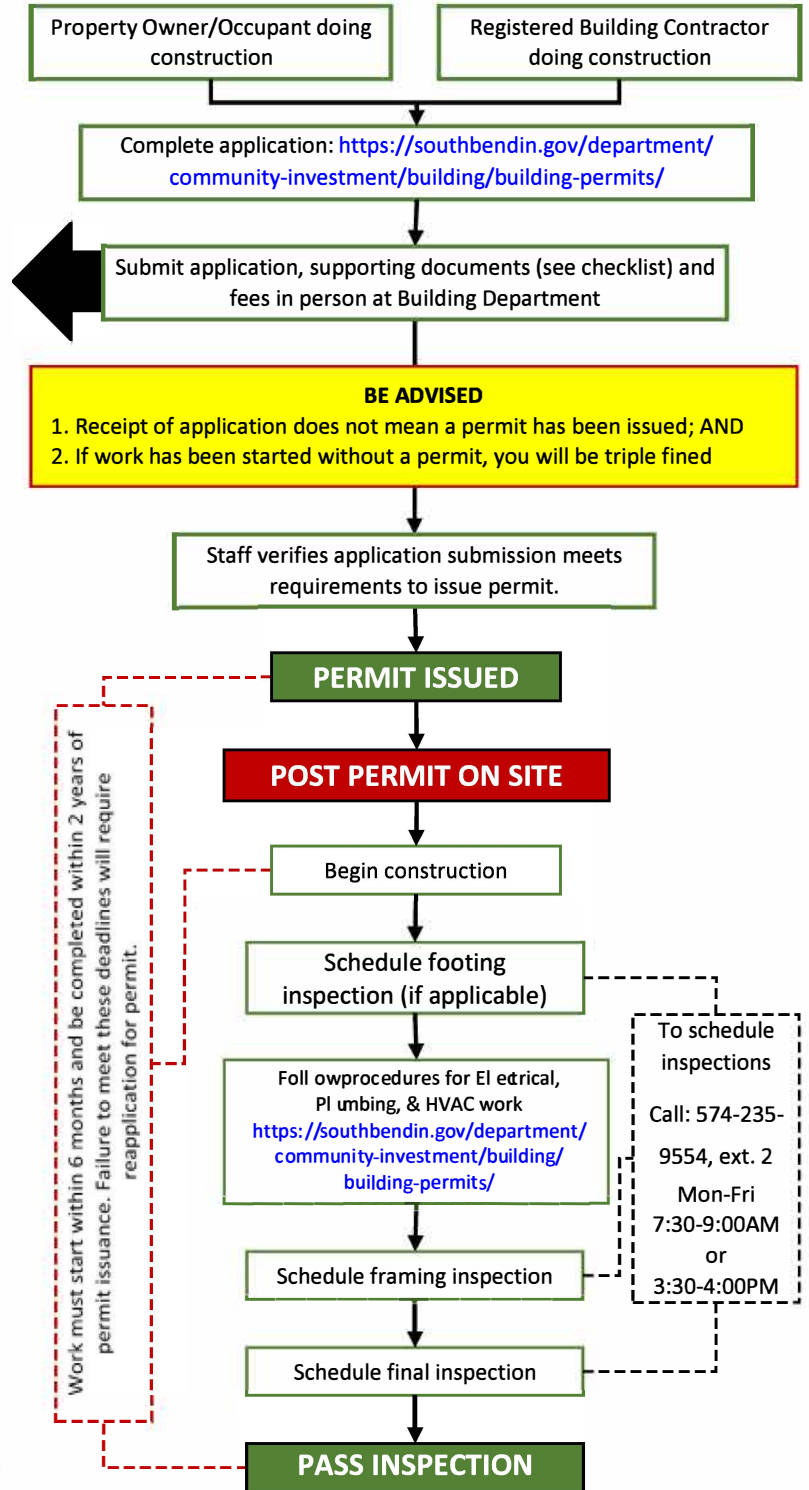
1. Completed Application
2. Site plan showing size of property
 - a. size and location of dwelling on the property
 - b. size and location of any other proposed structures
 - c. location of septic and well
 - d. If parcel is under 3 acres, it must be drawn to an engineer scale (no smaller than 1/8")
 - 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>



To schedule inspections
Call: 574-235-9554, ext. 2
Mon-Fri
7:30-9:00AM
or
3:30-4:00PM

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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



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)

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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/departments/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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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