



St. Joseph County | City of South Bend BUILDING DEPARTMENT CITY CHIMNEY PERMIT APPLICATION

CITY CHIMNEY PERMIT CHECKLIST

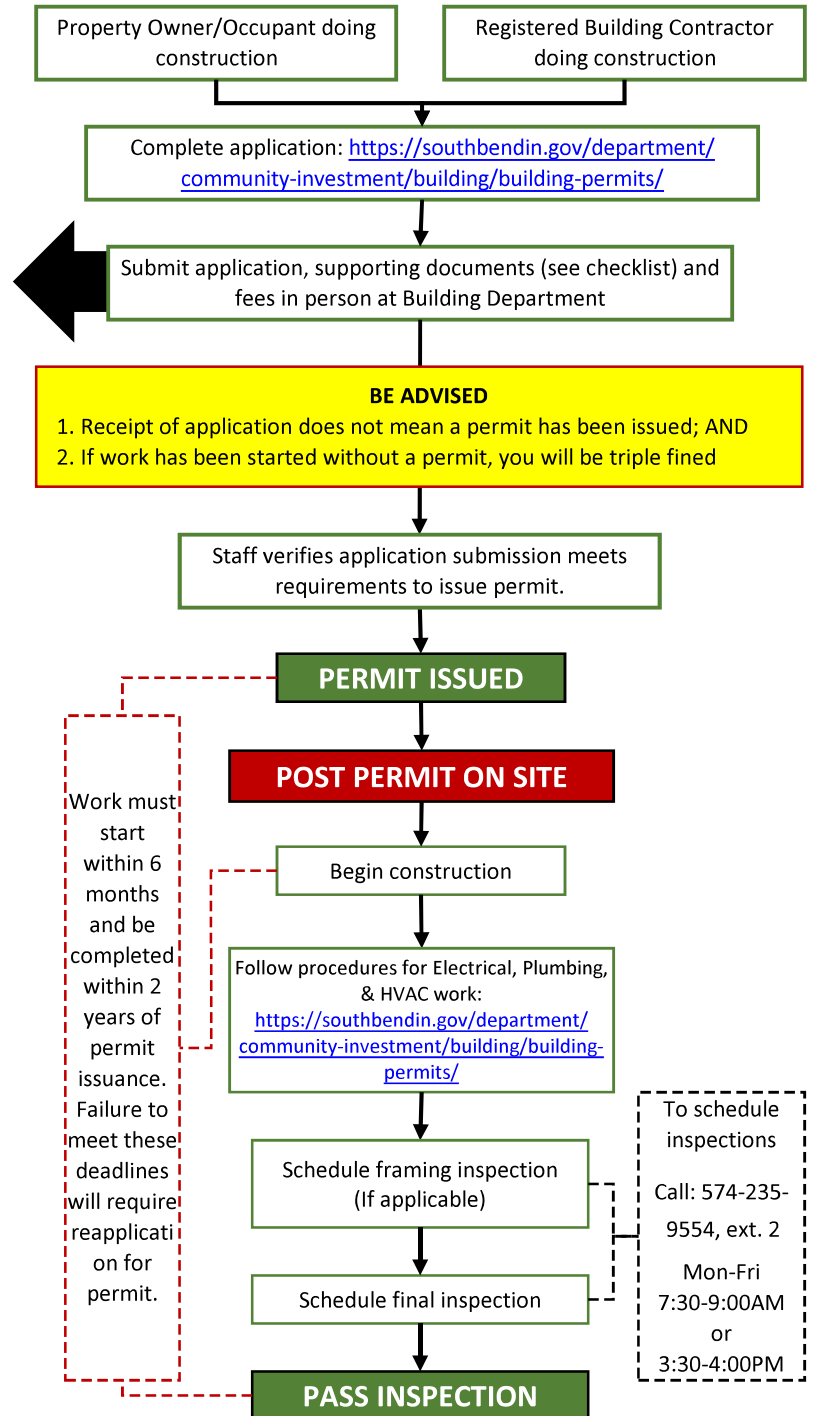
1. Completed Application
2. Special use/exception and/or variance approvals if applicable
3. Signed contract showing estimated cost of construction
4. All contractors involved in the project-building, electrical, plumbing, and HVAC. (on application form)
5. Energy Code Certification if applicable
6. For finished basement applicable affidavit sign by property owner
7. Application fee ****SEE FEE SCHEDULE FOR APPLICABLE PERMIT FEES**

USEFUL LINKS

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

Historic Preservation Commission Website: <https://southbendin.gov/department/community-investment/planning-community-resources/historic-preservation-commission/>

Required Residential Inspections: <https://southbendin.gov/wp-content/uploads/2025/03/minimumrequiredresidentialinspections.pdf>



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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 CHIMNEY PERMIT APPLICATION

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

PAYMENT:

CHECK # _____

CARD

*WE DO NOT ACCEPT
AMERICAN EXPRESS

CASH

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

**PROPOSED
PROJECT
ADDRESS:**

Address

City

Zip

Township

PROPERTY OWNER:

PHONE NUMBER:

EMAIL:

MAILING ADDRESS:

Address

City

State

Zip

SIGNED CONTRACT SHOWING COST OF CONSTRUCTION MUST BE PROVIDED UPON APPLICATION SUBMITTAL

COST OF CONSTRUCTION: \$

BUILDING CONTRACTOR:

OR OWNER AS CONTRACTOR

☐

PHONE:

EMAIL:

ADDRESS:

Address

City

State

Zip

***All contractors must be registered with our department. For more information on this go to**
<http://www.southbendin.gov/government/content/contractor-licenses-0>

***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 a true and accurate to the best of my knowledge.

APPLICANT SIGNATURE

DATE

PRINT NAME

ORG/BUSINESS OR OWNER

PHONE

EMAIL

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