

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

### CITY CHIMNEY PERMIT CHECKLIST

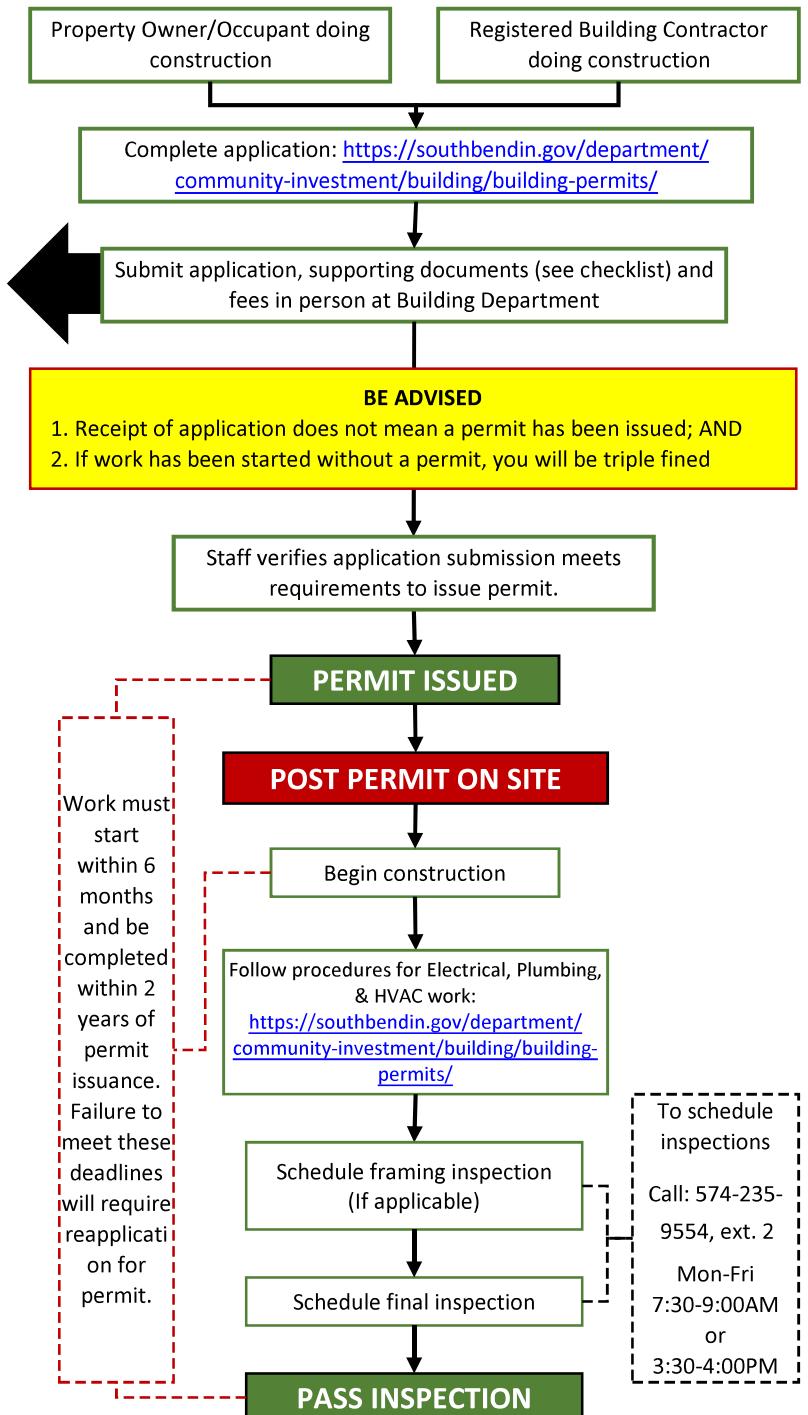
1. Completed Application
2. Special use/exception and/or variance approvals if applicable
3. Signed contract showing estimated cost of construction
4. All contractors involved in the project- building, electrical, plumbing, and HVAC. (on application form)
5. Energy Code Certification if applicable
6. 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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**CITY CHIMNEY 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 \_\_\_\_\_

**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:** \_\_\_\_\_**ADDRESS:** \_\_\_\_\_**EMAIL:** \_\_\_\_\_

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](mailto: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****EXCELLENCE I ACCOUNTABILITY I INNOVATION I INCLUSION I EMPOWERMENT**