



ST. JOSEPH COUNTY

CITY OF SOUTH BEND



BUILDING DEPARTMENT

CITY OF SOUTH BEND NEW HOUSE PERMIT APPLICATION

PERMIT CHECKLIST

*PLEASE NOTE NEW CITY ZONING ORDINANCE UPDATES, EFFECTIVE 1/1/2020:
<https://southbendin.gov/zoning/>

*IF APPLYING FOR A NEW DUPLEX, PLEASE COMPLETE 2 APPS (1 FOR EACH UNIT)

1. Completed Application
2. [Utility Verification Form](#) from [City Engineering/Board of Public Works](#)
3. [Driveway Permit](#) from [City Engineering/Board of Public Works](#) (Please submit application and questions to rowpermitoffice@southbendin.gov; approval is not needed for driveways off of an alleyway)
4. Legal lot of record in accordance to the [City of South Bend Zoning](#) and Subdivision Ordinances, should be checked with the Zoning Department prior to obtaining ownership of the property
5. Special use/exception and/or variance approvals if applicable
6. [Energy Code Certification](#)
7. Site Plan:
 - a. Must include entire property, property lines, and abutting streets/alleys
 - b. If parcel is under 3 acres, it must be drawn to an engineer scale (no smaller than 1/8")
 - c. Size and location of all structures existing on property
 - d. Size, type, and location of proposed structure, including anything over 30" above grade
 - e. *Must include a Porch, Stoop, or Gallery
 - f. *Primary façade/main entrance orientation and garage door orientation
 - g. *Location of Walkway from entrance to sidewalk or driveway
 - h. *Location of Driveway and number of parking spaces
 - i. *Location of Streetscape Shade Tree
8. *Elevation plans showing Transparency- MUST INCLUDE WINDOW DIMENSIONS
9. *Basement will include *at least one* Emergency Egress window or door (per IRC 310.1)
*PLEASE INITIAL OR NO BASEMENT
10. Cost of labor and materials (on application form)
11. All applicable contractors involved in the project (on application form, must be licensed/registered)
12. Application fee **SEE FEE SCHEDULE FOR APPLICABLE PERMIT FEES

USEFUL LINKS

City Engineering Website

<https://southbendin.gov/department/public-works/engineering/>

City Zoning Website

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

Example of a Site Plan to Scale

<https://southbendin.gov/wp-content/uploads/2025/03/SITE-PLAN-TO-SCALE.pdf>

EXCELLENCE I ACCOUNTABILITY I INNOVATION I INCLUSION I EMPOWERMENT

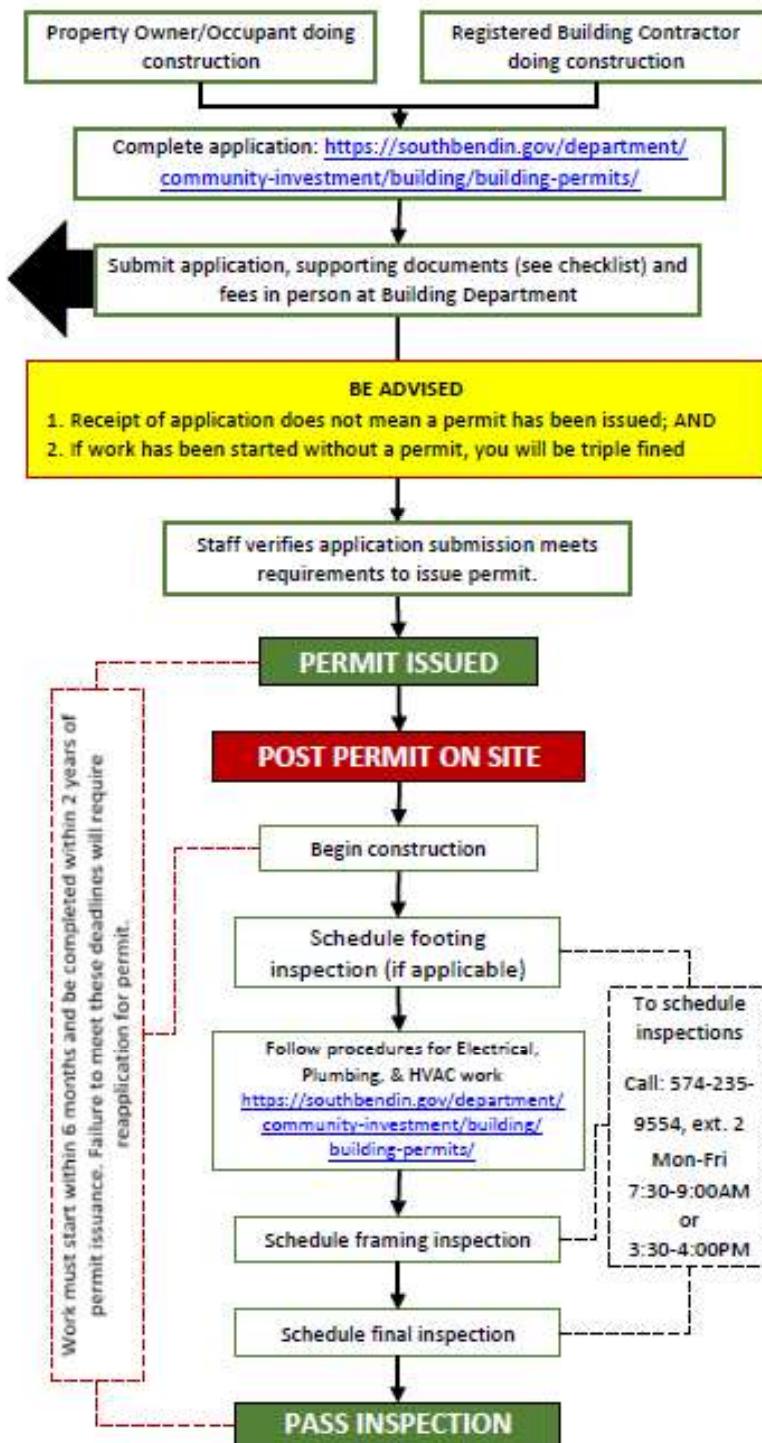
215 S. Martin Luther King Jr. Blvd. | Suite 100 | South Bend, IN 46601 | p. 574.235.9554 | f. 574.235.5541 |

www.southbendin.gov

CITY NEW HOUSE PERMIT APPLICATION

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

NEW HOUSE PERMIT APPLICATION PROCESS FOR CITY PROPERTIES



CITY NEW HOUSE PERMIT APPLICATION

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

BUILDING**CONTRACTOR:****OWNER AS CONTRACTOR****PHONE:****EMAIL:****ADDRESS:**

Address

City

State

Zip

PROPOSED SEWER CONTRACTOR (IF APPLICABLE):**PROPOSED WATER CONTRACTOR (IF APPLICABLE):*****If listed Sewer and/or Water Contractors listed changes, please email building@southbendin.gov stating this.*****All contractors must be licensed and/or registered with our department. For more information on this go to <http://www.southbendin.gov/government/content/contractor-licenses-0>*****Please note that if there is an existing structure, or has previously been an existing structure on this lot that will not remain, even due to fire damage, a demolition permit application must also be submitted and approved.*****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.

I hereby understand and agree that this structure will not be occupied until a final inspection has been carried out and approval given by the Building Commissioner.

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