



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 rowpermitsoffice@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

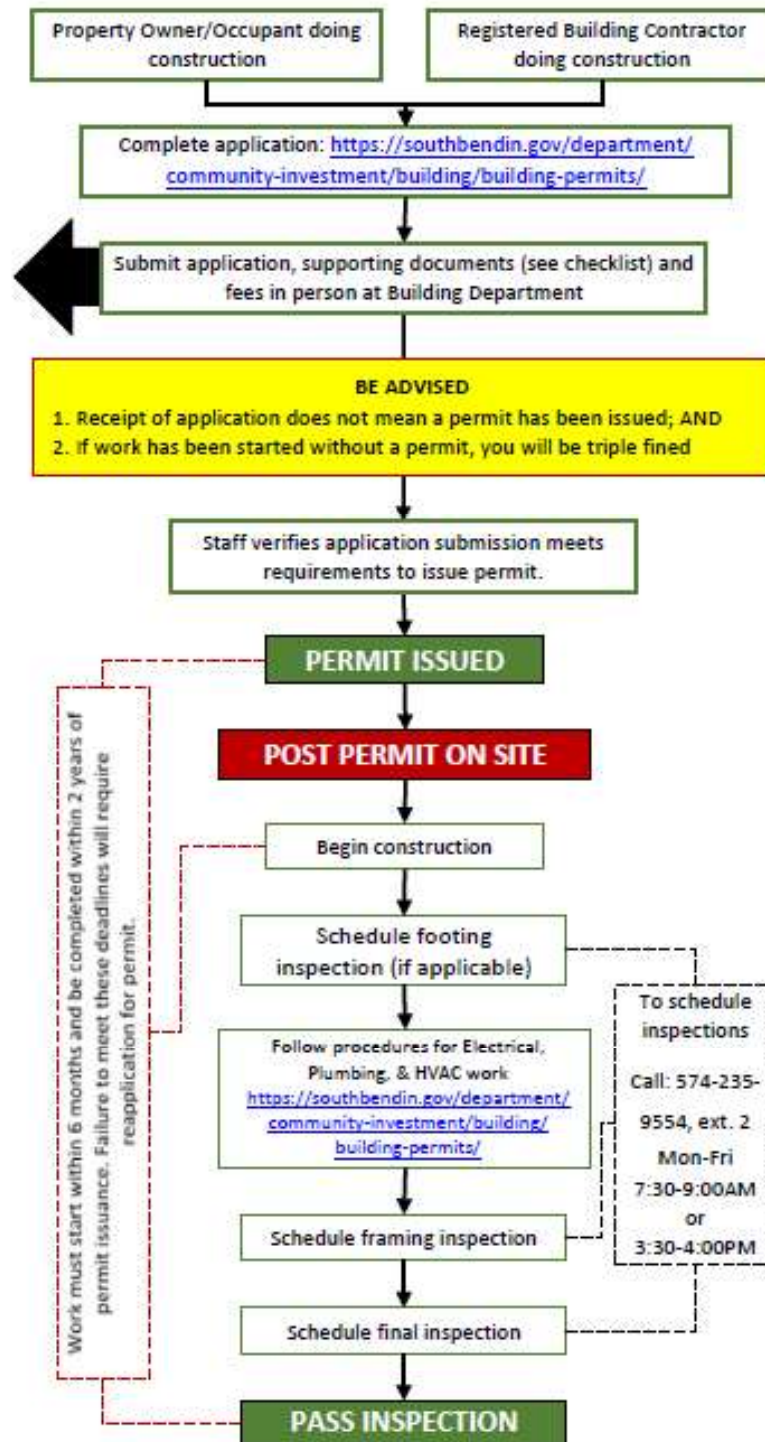
<https://southbendin.gov/wp-content/uploads/2025/03/SITE-PLAN-TO-SCALE.pdf>

EXCELLENCE | ACCOUNTABILITY | INNOVATION | INCLUSION | 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

NEW HOUSE PERMIT APPLICATION PROCESS FOR CITY PROPERTIES



CITY NEW HOUSE 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

Subdivision

Section of Subdivision

Lot Number

☐

CARRIAGE HOUSE

☐

NARROW HOUSE (2B)

☐

STANDARD HOUSE (3B)

☐

DUPLEX

☐

NARROW HOUSE (3B)

☐

STANDARD HOUSE (4B)

☐

WITH MODIFICATIONS

STYLE:

☐

A

☐

B

☐

C

(PLEASE ALSO SELECT TYPE ABOVE, IF APPLICABLE, AND SELECT STYLE A, B, OR C.)

PROPERTY OWNER:**PHONE NUMBER:****EMAIL:****MAILING ADDRESS:**

Address

City

State

Zip

PROPOSED NEW HOUSE VALUATION: \$**TOTAL SQUARE FOOTAGE:****PROPOSED****BUILDING****SIZE:**1st Floor
(sq/ft)2nd Floor
(sq/ft)Unfinished
Basement
(sq/ft)Finished
Basement
(sq/ft)Porches/Decks at or
over 30" high and/or
covered (sq/ft)Garage
(sq/ft)Building
Height
(ft)**VARIANCE, SPECIAL USE/ EXCEPTION APPROVAL DATE, IF APPLICABLE*:**

*PLEASE PROVIDE APPROVAL LETTER

**HAVE YOU
INCLUDED:**☐

PORCH

OR

☐

STOOP

OR

☐

GALLERY

AND

☐**EMERGENCY EGRESS**☐WALKWAY FROM ENTRANCE
TO SIDEWALK TO DRIVEWAY

AND

☐PARKING
SPACE(S)

AND

☐STREETSCAPE
SHADE TREEIN BASEMENT
PLEASE INITIAL**PROPOSED****BUILDING****SET BACKS:**

Front Lot Line (ft)

Side Lot line (ft)

Side Lot line (ft)

Rear lot line (ft)

Other (ft)

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CITY NEW HOUSE PERMIT APPLICATION

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

BUILDING

CONTRACTOR: _____ OR 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

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