



ST. JOSEPH COUNTY

CITY OF SOUTH BEND



## BUILDING DEPARTMENT

### COMMERCIAL INTERIOR DEMOLITION PERMIT APPLICATION

Applications and associated documents can be submitted in one of the following ways:

1. In person
2. By regular mail
3. PDFs through DropBox: <https://www.dropbox.com/request/c3uZglvS8CO98b8xOmAw>

\* All digital submissions must be in pdf format

#### INTERIOR DEMOLITION APPLICATION CHECKLIST

- 1. Application
- 2. Basic plans and overview of the scope of the work
  - **We will need to see the existing and proposed new floor plan**
- 3. Notification of Demolition and Renovation Operations must be completed and provided to the Indiana Department of Environmental Management  
(see page 3 for details and instructions here: <https://forms.in.gov/Download.aspx?id=13928>).  
Proof of receipt by the State must be provided to the Building Department before permitting.

#### SUPPORTING LINKS

Building Department

<https://www.southbendin.gov/government/department/building-department>

Contractor Registration

<https://www.southbendin.gov/government/content/contractor-licenses-0>

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

#### APPLICANT INFORMATION

OWNER: \_\_\_\_\_

PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

Address

City

State

Zip

APPLICANT: \_\_\_\_\_

ORG/BUSINESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

Address

City

State

Zip

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**PROJECT CONTACT**

(IF DIFFERENT THAN APPLICANT) \_\_\_\_\_

EMAIL: \_\_\_\_\_

**PROPERTY INFORMATION**

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

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_ Township \_\_\_\_\_

**ZONING:** \_\_\_\_\_

Zoning \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_ Township \_\_\_\_\_

City \_\_\_\_\_  
SPECIAL USE/EXCEPTION  
APPROVAL (IF APPLICABLE) \_\_\_\_\_

Approval Date \_\_\_\_\_

**\*Be sure to provide existing and proposed new floor plan for review before permit issuance.**

**CONTRACTORS**

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

**BUILDING/DEMOLITION:** \_\_\_\_\_

I certify the above to be a true and accurate to the best of my knowledge.

\_\_\_\_\_

\_\_\_\_\_

PRINT NAME

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## Indiana Demolition and Renovation Requirements

Pursuant to 326 IAC 14-10-1, prior to the commencement of a demolition or renovation activity, the owner or operator of a facility shall use an Indiana licensed asbestos building inspector to thoroughly inspect the affected facility, or any part of the facility where the demolition or renovation operation will occur, for the presence of asbestos, including Category I and Category II non-friable asbestos-containing material.

Prior to performing any renovation or demolition, the owner or operator is required to submit a notification of demolition or renovation to IDEM-OAQ. Pursuant to 326 IAC 14-10-3, the owner or operator of a facility where demolition or renovation activity will take place shall provide the Indiana Department of Environmental Management Office of Air Quality with written notice of the intention to demolish or renovate on a form provided by the department and update such notice as necessary. A notification is required even if no asbestos is present.

- Information regarding asbestos inspections can be found at:  
<https://www.in.gov/idem/asbestos/2334.htm>
- Information regarding notifications can be found at:  
<https://www.in.gov/idem/asbestos/2333.htm>
- The notification with instructions as well are located under "Asbestos" at the following address:  
[https://www.in.gov/idem/5157.htm#oaq\\_compliance\\_asbestos](https://www.in.gov/idem/5157.htm#oaq_compliance_asbestos)
- The completed notification should be emailed to: AsbestosDemoReno@idem.in.gov  
Please direct any questions to:  
Office of Air Quality  
Northern Regional Office  
574-245-4873 or by email at AsbestosDemoReno@idem.in.gov

Thank you for your attention to this matter.