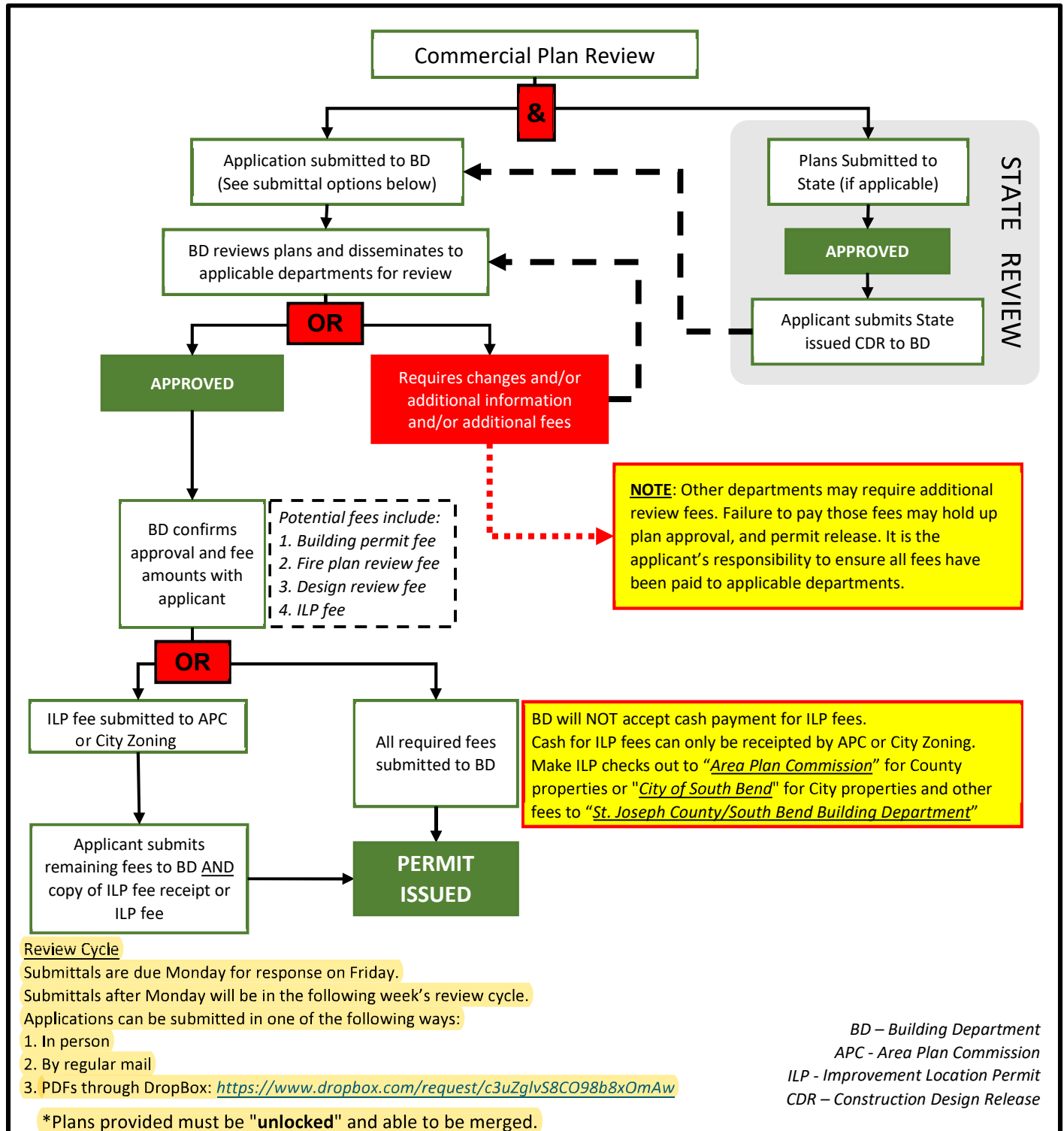




BUILDING DEPARTMENT

COMMERCIAL BUILDING PERMIT APPLICATION PACKAGE



EXCELLENCE | ACCOUNTABILITY | INNOVATION | INCLUSION | EMPOWERMENT

COMMERCIAL BUILDING PERMIT APPLICATION CHECKLIST

ALL DIGITAL SUBMISSIONS MUST BE IN PDF FORMAT

- ☐ 1. Application
- ☐ 2. Site Plan showing location of all buildings, setbacks, landscaping, parking, etc.
- ☐ 3. Contractor Registration Acknowledgement
- ☐ 4. Special use/exception and/or variance approvals if applicable
City Properties: <https://www.southbendin.gov/departments/zoning>
County Properties: <https://www.sjcindiana.gov/1883/Planning-Zoning>
- ☐ 5. Construction plans as required by the list on the following page
- ☐ 6. 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://southbendin.gov/departments/community-investment/building/>

City Zoning

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

County Zoning

<https://www.sjcindiana.gov/1883/Planning-Zoning>

Historic Preservation Commission

<https://southbendin.gov/departments/community-investment/planning-community-resources/historic-preservation-commission/>

Floodplain Map

<https://stjocogis.maps.arcgis.com/apps/webappviewer/index.html?id=c1fc9bb75b26428db5b1684fc9aa3e56>

Ditch, Tile & Watershed Boundaries

<https://stjocogis.maps.arcgis.com/apps/PublicInformation/index.html?appid=888fba60a1f34d609ed2451d65084698>

Contractor Registration

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

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#oag_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.

COMMERCIAL BUILDING PERMIT PLAN SUBMISSION REQUIREMENTS

The State of Indiana requires a State Plan Review based on qualifying parameters. Generally, certain types of structures, detached structures 500 square feet or less, attached structures 300 square feet or less, plumbing work that does not exceed 5 fixture units, and projects with less than 100 linear feet of non load-bearing partitions, can usually be handled with just a local Plan Review.

We have County & City Fire Reviews on Wednesday mornings and County & City Plan Reviews on Thursday mornings. We prefer that digital (PDF) copies of plans be submitted. If you are required to submit to the State, please supply us with a complete set of prints “as submitted” to the State. The State requirements are as follows:

1. **Site Plan** – showing all setbacks, existing buildings, street widths and easements, septic and well or sewer and water lines location, landscaping, parking spaces with calculations, drainage plan with calculations.
2. **Foundation and Basement Plans** and details.
3. **Floor Plans** – dimensioned for each floor
4. **Fire and Safety Plan** – showing graphically or by legend the location and rating of building elements such as area separation walls, smoke barriers, fire-resistive corridor walls, stair enclosures, shaft enclosures and horizontal exits.
5. **Exterior Walls** – elevations and adjacent ground elevations
6. **Sections and Details** – walls, floors and roof, showing dimensions and materials.
7. **Structural Plans** – and elevations showing size and location of all members, truss designs showing all connection details, stress calculations and loading.
8. **Room Finish Schedule** – for walls, ceilings and floors
9. **Door Schedule** – showing material, size, thickness and fire rating.
10. **Electrical Plans** – diagrams, details and grounding of service entrance and power or lighting information required for energy conservation.
11. **Plumbing Plans** – showing location of fixtures, risers, drains and isometrics.
12. **Mechanical Plans** – showing location and size of ductwork, equipment, fire dampers, smoke dampers and equipment schedules showing capacity.
13. **Fire Protection Plan** – (if required) showing type of system, location of sprinkler heads, standpipes, hose connections, fire pumps, riser and hanger details.
14. **Site lighting plan** – photometric plan.

Local Plan Review will include submission to other departments as necessary. Reviews by other departments such as Area Plan Commission, Engineering, and Health may require additional details and fees. It is the applicant’s responsibility to ensure these requirements.

After our Local Plan Review, you will be contacted regarding the status of the review and any further requirements. Please provide an email address in addition to phone number. Once all the information and approvals described in this document are completed and we receive approval from the Area Plan Commission, we will issue a permit.

Local Plan Review submissions received Monday will be processed Tuesday, reviewed Wednesday and Thursday, and notes will be emailed to the applicant on Friday. Projects with all qualifying requirements satisfied may be issued a permit. Any submittals after Monday will be processed in the following week’s review cycle.

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

1. Uploaded to Dropbox (see link on page 1); *or*
2. In person; *or*
3. By mail.

Contractor Registration

One of the duties of the Building Department is to verify compliance with Article 11 of the City of South Bend Municipal Code regarding Contractor registration. Registration allows the Building Department the ability to better enforce any claims made against inferior or incomplete work through a bonding system.

Who it covers:

“Anyone engaging for remuneration in the building construction business of new construction, repair, alteration, or remodeling, for which a building permit is required.” - *Municipal Code 6-47(a)*

There are only three conditions under which you are allowed to work in construction in St. Joseph County: 1) You are a **Registered Contractor**, 2) You are an **employee of a Registered Contractor**, or 3) You are doing **exempt** work as outlined below.

Who is exempt:

Individuals and companies who furnish any painting, papering, replacement of coverings on walls, ceilings, floors or similar finish work including replacement or reglazing of glass, or who installs countertops, cases, cabinets or other interior finish woodwork not part of the structural floors, ceilings or walls.

Commercial Building owners doing work such as walls, ceilings/ roofs, doors and windows; or Construction/Project Management Companies doing the paperwork only portion of General Contracting and no layout work.

*Homeowners are also exempt when doing work on their own home, but must sign an affidavit indicating that they, and they alone, are doing the work and that they will live in the house for at least one year from the date of the affidavit. However, they are not exempt from obtaining proper permits.

Request:

A list of **Contractors and Sub-Contractors** who will be working on the project doing code related work and who are currently registered with this department is required before a Building Permit is issued.

If anyone working on the project is required to be and is not registered:

They must stop work immediately on the project until such time that they either 1) become a Registered Contractor in St. Joseph County or 2) become an employee of a Registered Contractor in St. Joseph County.

Penalties:

“the Building Commissioner, or his designee, may order the affected work stopped by notice in writing served on any persons engaged in the doing or causing such work to be done, and any such persons shall forthwith stop such work until authorized by the Building Commissioner, or his designee to proceed with the work.” - *Municipal Code 6-54(e)*

I have read the above information:

_____ APPLICANT SIGNATURE	_____ DATE
_____ PRINT NAME	



ST. JOSEPH COUNTY

CITY OF SOUTH BEND



BUILDING DEPARTMENT

COMMERCIAL BUILDING PERMIT APPLICATION FORM

STATE PROJECT NO. _____

DATE: _____

APPLICANT/PROPERTY INFORMATION

APPLICANT: _____ BUSINESS/ORG.: _____

PHONE: _____ EMAIL: _____

PROJECT CONTACT:
(IF DIFFERENT FROM APPLICANT) _____

ADDRESS OF PROJECT: _____
Address City Zip

PROPERTY OWNER: _____

PHONE: _____ EMAIL: _____

MAILING ADDRESS: _____
Address City State Zip

PROJECT INFORMATION

TOTAL COSTRUCTION COST: \$ _____

SEPARATE RENOVATION CONSTRUCTION COST (IF APPLICABLE): \$ _____

PROJECT TYPE: ☐ NEW HEIGHT: _____ ☐ ADDITION HEIGHT: _____

☐ RENOVATION/REMODEL

☐ INTERIOR ONLY

☐ OTHER: _____ HEIGHT (IF APPLICABLE): _____

USE: _____
Current Use Proposed Use

BUILDING SIZE: _____
1st Floor (sq/ft) 2nd Floor (sq/ft) 3rd Floor (sq/ft) Basement (sq/ft) Other Floor (sq/ft)

EXCELLENCE I ACCOUNTABILITY I INNOVATION I INCLUSION I EMPOWERMENT

WILL A CONSTRUCTION TRAILER BE ON-SITE

☐ YES

☐ NO

***IF YES, provide the Indiana State Seal # _____**
as well as a Site Plan showing the location, and an additional \$60 fee.
If a Construction Trailer is moved throughout this project, be sure to provide an updated Site Plan showing the new location.

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: _____

ELECTRICAL: _____

PLUMBING: _____

HEATING: _____

FIRE PROTECTION: _____

OTHER: _____

OTHER: _____

OTHER: _____

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 any approval given by the Building Commissioner (if applicable).

The undersigned Owner or Assignee does hereby accept the above responsibility.

APPLICANT SIGNATURE

DATE

PRINT NAME

VERIFY PLAN REVIEW CONTACT
IF DIFFERENT THAN APPLICANT

EMAIL

PHONE