



St. Joseph County | City of South Bend

BUILDING DEPARTMENT

COUNTY ACCESSORY PERMIT APPLICATION (RESIDENTIAL)

COUNTY RESIDENTIAL ACCESSORY PERMIT CHECKLIST

- ☐ 1. Completed Application
- ☐ 2. Site plan showing
 - ☐ a. size of property
 - ☐ b. size and location of all structures on property
 - ☐ c. size and location of proposed accessory structure
 - ☐ d. If parcel is under 3 acres, it must be drawn to an engineer scale (no smaller than 1/8")
 - ☐ e. Example of Site Plan to Scale: <https://southbendin.gov/wp-content/uploads/2025/03/SITE-PLAN-TO-SCALE.pdf>
- ☐ 3. Special use/exception and/or variance approvals if applicable
- ☐ 4. Location of septic system and well on property (if applicable)
- ☐ 5. Cost of labor and materials. This is for the total project including any mechanicals. (on application form)
- ☐ 6. All applicable contractors involved in the project-building, electrical, plumbing, and HVAC. (on application form)
- ☐ 7. Non-Conservation Agreement signed by property owner
- ☐ 8. Application fee ****SEE FEE SCHEDULE FOR APPLICABLE PERMIT FEES****

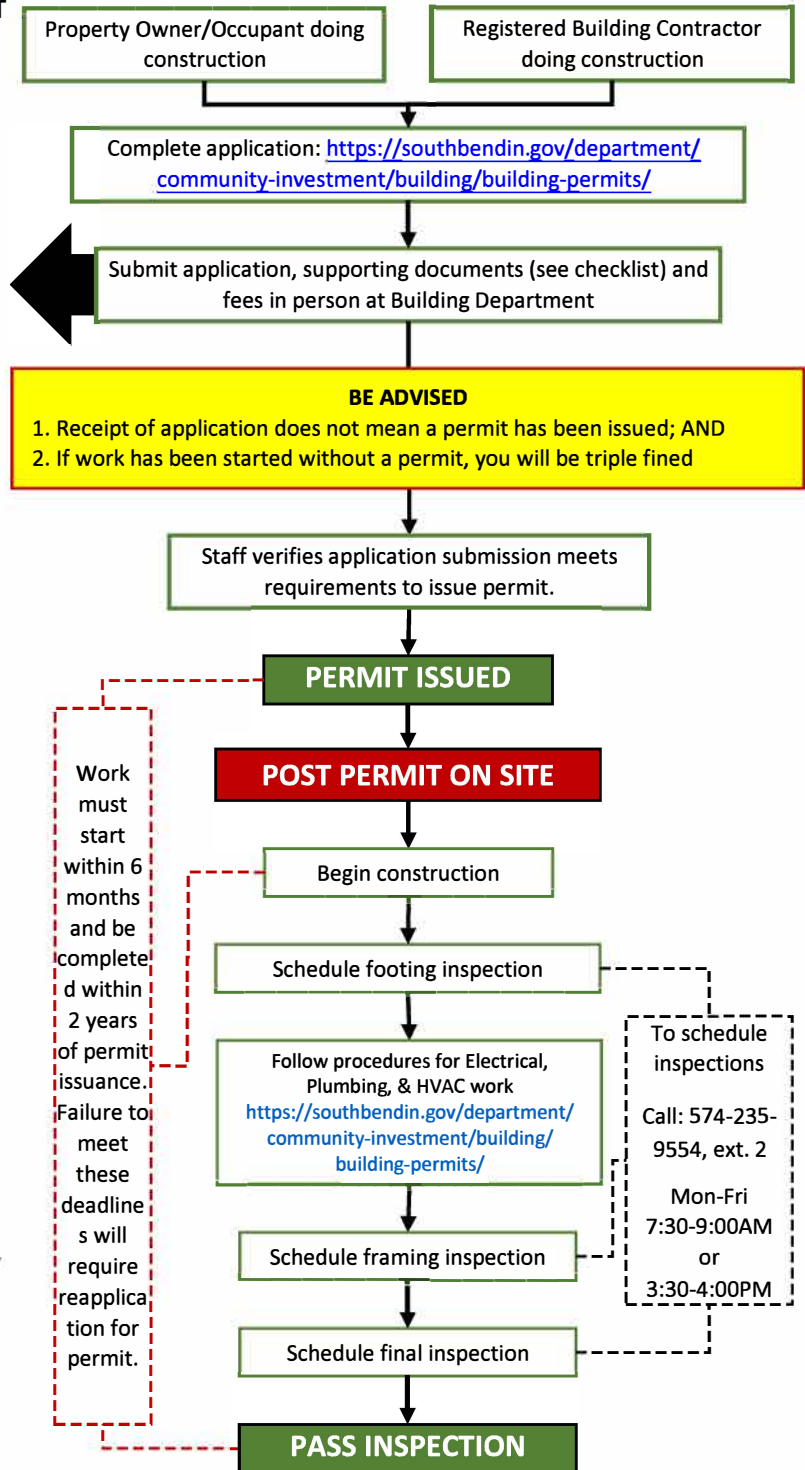
USEFUL LINKS

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

County Engineering Website: <https://www.sjcindiana.gov/2172/Engineering>

Flood Boundaries 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>



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



COUNTY ACCESSORY PERMIT APPLICATION (RESIDENTIAL)
ST. JOSEPH COUNTY | CITY OF SOUTH BEND | BUILDING DEPARTMENT

PAYMENT:
CHECK # _____
CARD ☐ *WE DO NOT ACCEPT AMERICAN EXPRESS
CASH ☐ *EXACT PAYMENT 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

**PROPOSED
ACCESSORY
VALUATION: \$**

**PROPOSED
ACCESSORY
SQUARE FOOTAGE:**

PROJECT TYPE:

☐ ACCESSORY BUILDING

☐ OTHER

_____ Describe

PROJECT SIZE:

_____ Accessory Building (sq/ft) _____ Other (sq/ft) _____ Height (ft)

****If proposed structure is 576 square feet or larger, PROPERTY OWNER must sign the Nonconversion Agreement on page 4. ****

EXISTING

STRUCTURES:

_____ Primary Structure (sq/ft) _____ Accessory Buildings (sq/ft) _____ Other (sq/ft)

VARIANCE, SPECIAL USE/ EXCEPTION APPROVAL DATE, IF APPLICABLE*:

*PLEASE PROVIDE APPROVAL LETTER

**PROPOSED
ACCESSORY
SETBACKS:**

_____ Front Lot Line (ft) _____ Side Lot line (ft) _____ Side Lot line (ft) _____ Rear lot line (ft) _____ Other (ft)

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BUILDING

CONTRACTOR: _____ OR OWNER AS CONTRACTOR ☐

PHONE: _____ EMAIL: _____

ADDRESS: _____
Address City State Zip

*IF A DIFFERENT CONTRACTOR THAN THAT LISTED ABOVE WILL BE PERFORMING **FOUNDATION WORK**, THEY MUST ALSO BE A REGISTERED BUILDING CONTRACTOR AND APPLY FOR A **SEPARATE FOUNDATION PERMIT**

***All contractors must be licensed and/or registered with our department. For more information on this go to <https://southbend.in.gov/departments/community-investment/building/contractor-licenses/>**

*Application can be emailed to us at building@southbend.in.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.

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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**NON-CONVERSION AGREEMENT
FOR ACCESSORY STRUCTURES**

*****MUST BE SIGNED BY PROPERTY OWNER*****

Owner: _____

Address: _____

In consideration for the granting of the above referenced permit, the Property Owner agrees to the following:

- 1) The enclosed area of the improvement, or the enclosed area adjacent to the improvement, shall be used solely for accessory or storage uses and will never be used for any other purpose without first becoming fully compliant with the Ordinance in effect for the district in which the address is located.
- 2) Any variation in construction beyond what is permitted shall constitute a violation and be abatable as such.
- 3) This **Nonconversion Agreement** becomes an attachment and an enforceable part of above referenced permit and grants the City of South Bend/St. Joseph County Building Department the ability to inspect and enforce the provisions of the Agreement at any time.

Date

Property Owner Signature

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Table 154-GR1 Maximum Height and Size of Accessory Structure in Residential Districts				
	Detached		Attached	
Lot Size	Maximum Area of all detached accessory buildings	Maximum Height	Maximum Area	Maximum Height
Less than 1 acre	1x the square footage of the ground floor of the primary structure or 960 sq. ft., whichever is greater	19 feet	Less than or equal to the main floor area of the primary building	Maximum height of the applicable zoning district
1 to less than 3 acres	1.5x the square footage of the ground floor of the primary structure	22 feet		
3 to less than 5 acres	2x the square footage of the ground floor of the primary structure	24 feet		
5 acres or more, Agricultural uses	Unlimited	Unlimited		
5 acres or more, All other uses	2x the square footage of the ground floor of the primary structure	24 feet		

2. Accessory buildings must meet the required front and side setback and be no less than eight (8) feet from the rear property line.