



BUILDING DEPARTMENT

ST. JOSEPH COUNTY

NEW HOUSE PERMIT APPLICATION

(NOT FOR MODULAR OR MANUFACTURED HOUSES)

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

PERMIT CHECKLIST

- ☐ 1. Completed Application
- ☐ 2. Septic and well permits from the St. Joseph County Health Department or Utility Verification Form from City Engineering/Board of Public Works
- ☐ 3. Driveway permit from the St. Joseph County Engineering Department
- ☐ 4. Legal lot of record in accordance to the St. Joseph County 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 showing:
 - ☐ a. Aerial view of entire property, including property lines and abutting streets
 - ☐ 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. Location of septic and well
 - ☐ e. Size, type, location of proposed structure, including anything above 30 inches grade
 - ☐ f. Example: <https://southbendin.gov/wp-content/uploads/2025/03/SITE-PLAN-TO-SCALE.pdf>
- ☐ 8. *Basement will include *at least one Emergency Egress window or door* (per IRC 310.1)
 *PLEASE INITIAL OR NO BASEMENT ☐
- ☐ 9. Cost of labor and materials (on application form)
- ☐ 10. All applicable contractors involved in the project (on application form, must be licensed/registered)
- ☐ 11. Application fee **SEE FEE SCHEDULE FOR APPLICABLE PERMIT FEES

USEFUL LINKS

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

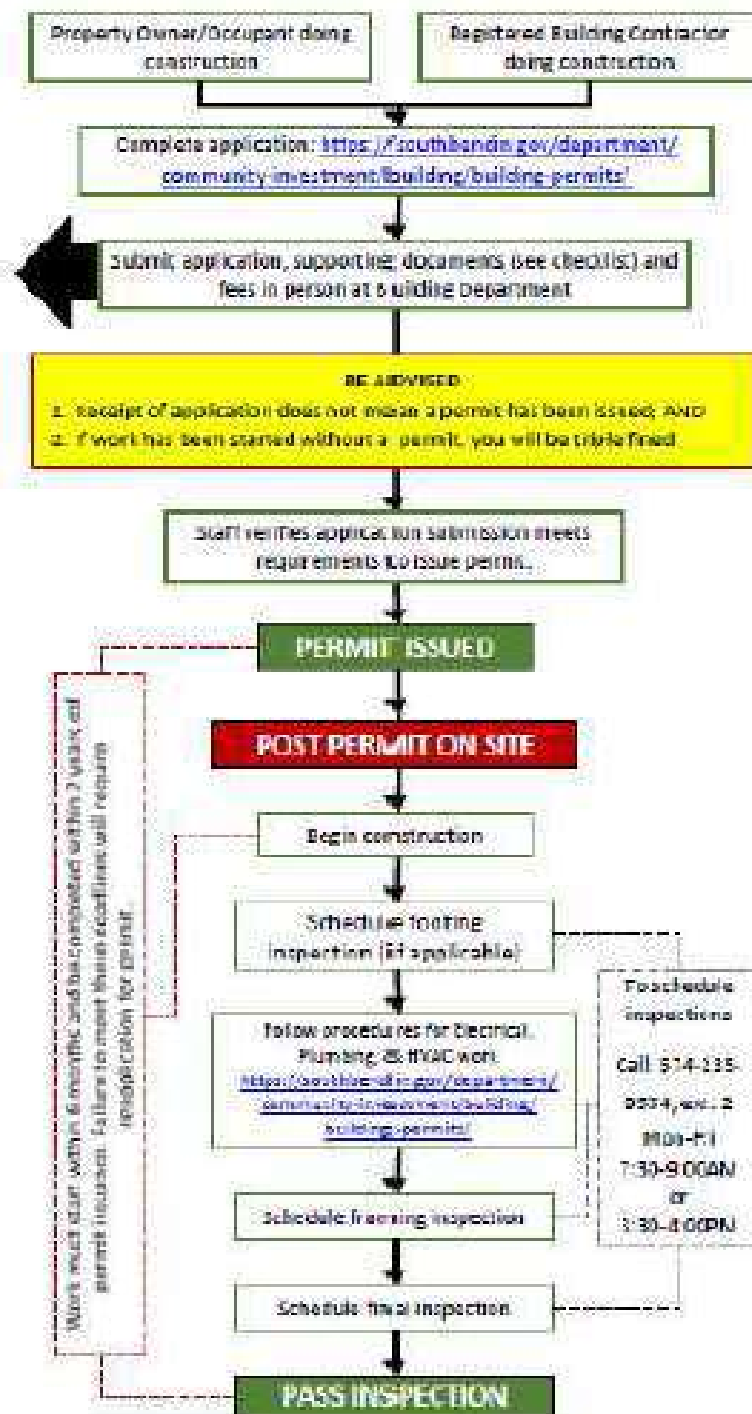
County Engineering Website: <https://www.sjcindiana.gov/2172/Engineering>

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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NEW HOUSE PERMIT APPLICATION PROCESS FOR COUNTY PROPERTIES



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COUNTY NEW HOUSE PERMIT APPLICATION
ST. JOSEPH COUNTY | CITY OF SOUTH BEND | BUILDING DEPARTMENT

PAYMENT:
CHECK #
CARD
CASH
WE DO NOT ACCEPT AMERICAN EXPRESS
*EXACT PAYMENT MAY BE REQUIRED IF WE ARE UNABLE TO MAKE CHANGE FOR CASH PAYMENTS

PROPOSED PROJECT ADDRESS:

Form fields for address: Address, City, Zip, Township, Subdivision, Section of Subdivision, Lot Number

PROPERTY OWNER:

PHONE NUMBER: EMAIL:

MAILING ADDRESS: Address, City, State, Zip

PROPOSED NEW HOUSE VALUATION: \$ TOTAL SQUARE FOOTAGE:

PROPOSED BUILDING SIZE:

Form fields for 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: EMERGENCY EGRESS IN BASEMENT *PLEASE INITIAL OR NO BASEMENT

PROPOSED BUILDING SET BACKS:

Form fields for 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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COUNTY 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

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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

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