



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>

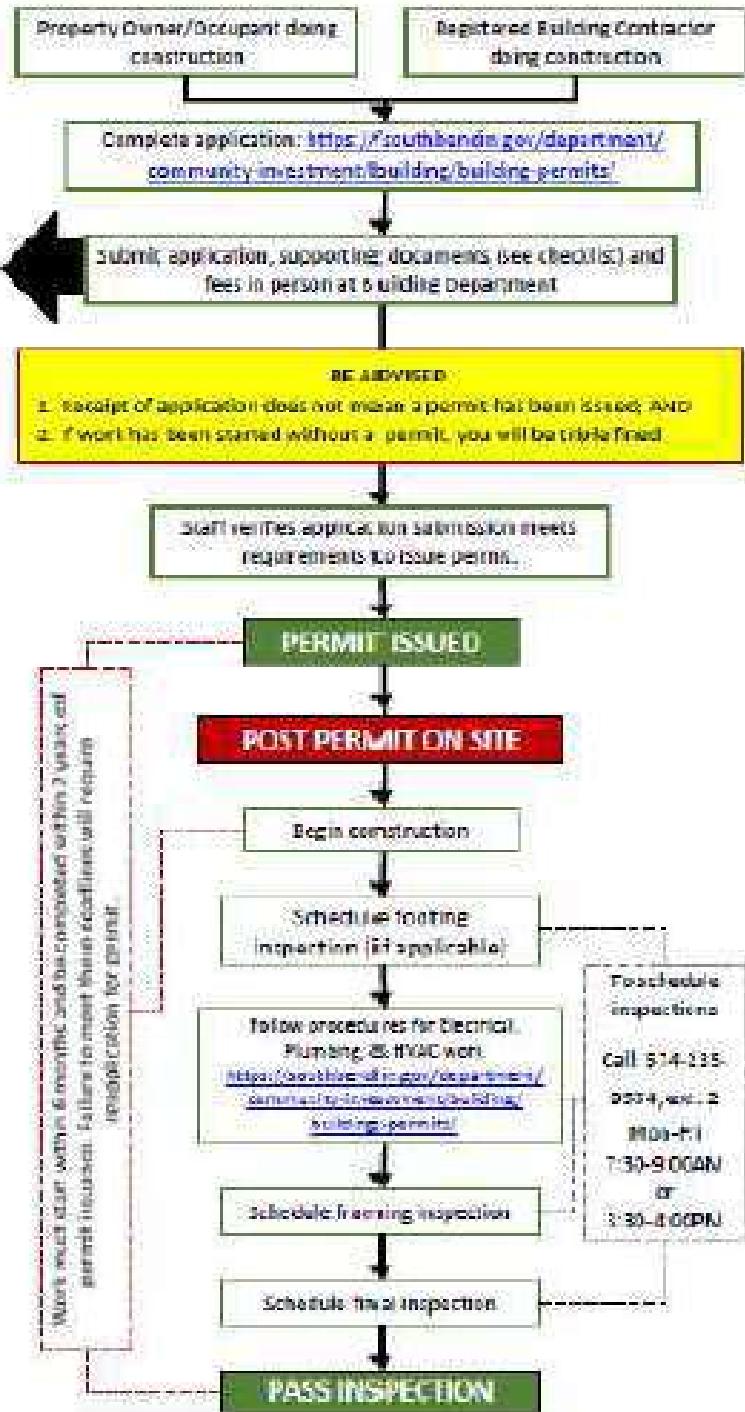
Ditch, Tile, & Watershed Boundaries: <https://stjocogis.maps.arcgis.com/apps/PublicInformation/index.html?appid=888fba60a1f34d609ed2451d65084698>

EXCELLENCE I ACCOUNTABILITY I INNOVATION I INCLUSION I EMPOWERMENT

COUNTY NEW HOUSE PERMIT APPLICATION

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

NEW HOUSE PERMIT APPLICATION PROCESS FOR COUNTY PROPERTIES



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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:**

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:**

1 st 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)
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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:**

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

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BUILDING**CONTRACTOR:****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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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