

PAYMENT:

CHECK # \_\_\_\_\_

CARD ☐

\*WE DO NOT ACCEPT AMERICAN EXPRESS

CASH ☐

\*EXACT PAYMENTS MAY BE  
REQUIRED IF WE ARE UNABLE TO  
MAKE CHANGE FOR CASH  
PAYMENTS

ST. JOSEPH COUNTY/SOUTH BEND BUILDING DEPARTMENT

215 S. MARTIN LUTHER KING JR. BLVD. SUITE 100

SOUTH BEND, INDIANA 46601

Phone: 574-235-9554/Fax: 574-235-5541

## APPLICATION FOR HVAC PERMIT

**\*IF APPLYING FOR A DUPLEX OR MULTI-UNIT BUILDING,  
PLEASE COMPLETE SEPARATE APPS FOR EACH UNIT\***

PERMIT#:BD \_\_\_\_\_ DATE: \_\_\_\_\_

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

OWNER'S NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

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

PLEASE COMPLETE THE CHART BELOW, NOTING THE QUANTITY OF EACH ITEM ON THE LEFT,  
AND CALCULATING THE FEES ON THE RIGHT. FIND OUR FEE SCHEDULE AT THE LINK BELOW:

<https://southbendin.gov/wp-content/uploads/2026/01/FeeSchedule-2026-1.pdf>

Qty.	Description	Amount	Fees Owed
	Furnaces: Gas:___ Oil:___ BTU's:___ Electric (kw):___		
	Air Conditioner(s):___ Tons:___ Replacement: YES NO		
	Ventilating and Exhaust System: CFM's___		
	Commercial Hoods (must add MUA as furnace above) CFM's___		
	Refrigeration: HSP:___		
	Rooftop Combination: Tons:___		
	Heat Pump: BTU's:___ Tons:___		
	Mini Split:___ # of Heads:___		
	Boilers: BTU's:___ Water:___ Steam:___		
	VAV Box w/Coil/Thru-Wall Combination Heat/Air		
	Air Handler/Make-Up Air ONLY (not with Hood) CFM's:___		
	Ducts and Registers: No. of Openings:___		
	Back-Up Generator Gas Line: 10Kv or Less:___ Over 10Kv:___		
	Gas Reconnection:___ Gas Outlet(s):___		
	Woodburning Stoves		
	Other:___		
<b>MINIMUM PERMIT FEE: \$60.00</b>		<b>Total:</b>	

It is hereby certified that the work herein called for is in accordance with the provisions of the Plumbing  
Codes of St. Joseph County and the City of South Bend, Indiana.

Plumbing Contractor: \_\_\_\_\_

**(Please list Company Name, how licensed within our jurisdiction)**

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

\*\*See Fee Schedule for permit fees