

**REQUIREMENTS FOR OBTAINING
BUILDING PERMITS FOR
RESIDENTIAL CONSTRUCTION**

A. NEW HOME CONSTRUCTION

1. SITE PLAN APPROVAL BY PLANNING DEPARTMENT (ROOM #201)
2. SEWER TAP FEE AND ADDRESS ASSIGNMENT BY ENGINEERING DEPARTMENT (ROOM #200)
3. COMPLETE SET OF PLANS, DRAWINGS FOR HOUSE INCLUDING FLOOR PLANS, ELEVATIONS, AND FOUNDATION
4. COST OF BUILDING PERMIT IS BASED ON COST OF THE PROJECT, EXCLUDING COST OF THE LOT
5. WITHIN THE BUILDING DEPARTMENT OFFICE, PAYMENT FOR UNMETERED WATER WILL ALSO BE CHARGED. ALL FEES CHARGED IN THE BUILDING DEPARTMENT MAY BE PAID FOR WITH ONE CHECK. FEES PAID TO OTHER DEPARTMENTS MUST BE PAID BY SEPARATE CHECK TO THAT DEPARTMENT

B. ADDITIONS TO EXISTING RESIDENCES

1. SITE PLAN APPROVAL BY THE PLANNING DEPARTMENT (ROOM #201)
2. PLANS OF THE ADDITION (FLOOR PLAN AND ELEVATIONS OF THE NEW ADDITION AS IT ATTACHES TO THE EXISTING HOUSE)
3. COST OF THE BUILDING PERMIT IS BASED ON THE COST OF THE PROJECT
4. IF THE ADDITION IS BUILT BY ANYONE OTHER THAN A MISHAWAKA LICENSED BUILDING CONTRACTOR, A \$500.00 CASH PERFORMANCE BOND WILL BE REQUIRED IF THE PROJECT COST IS BETWEEN \$5000.00 AND \$8000.00. THE BOND WILL BE \$1000.00 IF THE COST OF THE PROJECT IS MORE THAN \$8000.00
5. THE PERMITS FOR ELECTRIC, PLUMBING, AND HEATING MUST BE OBTAINED BY A MISHAWAKA LICENSED CONTRACTOR, UNLESS THE OWNER OF THE HOME WILL LIVE IN THE HOME FOR AT LEAST A MINIMUM OF ONE YEAR. IF SO, THEN THE OWNER MAY PULL HIS OWN ELECTRIC, PLUMBING, AND HEATING PERMITS. IT IS RECOMMENDED THESE PERMITS ALL BE OBTAINED AT ONE TIME IF THE HOMEOWNER IS DOING THE WORK

C. REMODELS, REHABILITATIONS, OR ALTERATIONS TO EXISTING BUILDINGS

1. DETAILS OF WHAT YOU ARE DOING ON THE PROJECT (PLANS MAY BE ASKED FOR BY THE BUILDING DEPARTMENT)
2. COST OF THE BUILDING PERMIT IS BASED ON THE TOTAL COST OF THE PROJECT
3. IF THE REMODEL, ALTERATION, OR REHABILITATION IS GOING TO BE DONE BY ANYONE OTHER THAN A MISHAWAKA LICENSED BUILDING CONTRACTOR, A \$500.00 CASH PERFORMANCE BOND WILL BE REQUIRED IF THE PROJECT COST IS BETWEEN \$5000.00 AND \$8000.00 OR \$1000.00 BOND IF THE PROJECT COST IS MORE THAN \$8000.00
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