

BUILDING PERMIT PROCESS

For the Town of Roseland

Complete the Building Permit Application

All information must be filled out and supporting documents attached including Contractor name and phone numbers.

Payment must be made before consideration

By mail or in person at
Roseland Town Hall
200 Independence Drive
South Bend, Indiana
46637
Cash or check only

Work over \$5000.00 requires full council approval!!!

A public meeting is required with a minimum of 72 hours notice.

When Roseland Permit is granted, it is faxed to the St. Joseph County Building Department

Permit can then be picked up at the St. Joseph County Building Department by the applicant and posted on the job site.

Construction work is completed.

Applicant schedules an inspection through the St. Joseph County Building Department.
Phone 574-235-9554

Inspection is passed

Acknowledgement of application does not mean that you have been issued a permit.

If work is started without permit process completed you can be fined \$50.00.

More info is posted on our website at:

www.Townofroseland.Com