



LICENSE APPLICATION FOR – **AUTOMOTIVE REPAIR AND SERVICE CENTER** MUNICIPAL CODE SECTION – **4-20**

DEFINITION:

Automotive Repair and Service Center shall mean any location where motor vehicle repair, servicing, and/or storage is done on the premises for a fee.

IF DESCRIPTION DOES NOT APPLY, SEE:

Vehicle Removal Service (Ord. §4-20.5)

GENERAL INSTRUCTIONS:

1. Print legibly and complete all sections to ensure efficient processing.
2. Assemble all required information and materials before filing application.
3. Thoroughly review all applicable Municipal Code Sections listed above.
4. Licenses expire January 31.
5. Add 10% to license fee for renewal after expiration.
6. Include \$5.00 license application fee payable to City of South Bend.
7. License fee payable to City of South Bend due at issuance - \$200.00.

REQUIRED INFORMATION AND MATERIALS:

1. Zoning and physical description of facility to be used.
2. Description of work to be performed on premises.

APPLICATION PROCESS:

1. Review Municipal Code Sections 4-20 & 4-20.5, and NFPA Nos. 30, 33, & 70 thoroughly.
2. Submit Application with \$5.00 Processing Fee.
3. Department of Code Enforcement and Fire Prevention Bureau inspect, review and make recommendations.
4. Building Department verifies zoning to determine whether or not the service being provided is permissible at said location.
5. Ensure structure, fire suppression system, and required site fencing comply with applicable standards.
6. License issued upon approval and payment of fee.
7. Premises inspected by Department of Code Enforcement and Fire Prevention Bureau every six months.

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I. APPLICATION TYPE Check One: **New** _____ **Renewal** _____

II. BUSINESS DATA

A. Business Name: _____

B. Business Address: _____

City: _____ State: _____ Zip: _____

C. Mailing Address (If different from above): _____

City: _____ State: _____ Zip: _____

D. Business Telephone Number: _____

E. Business Fax Number: _____

F. E-Mail Address: _____

G. Zoning of Business Location: _____

H. Number of Off-Street Parking spaces available to the public and employees: _____

I. Number of Service Bays: _____

J. Description of the building to be used:

1. Age of Building: _____

2. Type of Building Material: _____

3. Square Footage of Building: _____

K. Square footage of fenced area intended for storing vehicles: _____

L. List specific types of automotive repair and/or services offered: _____

For Office Use Only

Application Filed _____ Fire Dept. Approval _____

Application Fee Paid _____ Building Dept. Approval _____

Sent to Dept. _____ License Fee Paid _____

Code Approval _____ License Number _____

Not Approved _____

Reason _____

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III. APPLICANT'S PERSONAL DATA

- A. Applicant's Legal Name: _____
B. Residential Address: _____
City: _____ State: _____ Zip: _____
C. Residential Telephone Number: _____
D. Cellphone Number: _____
E. Position with Business: _____

IV. OWNERS PERSONAL DATA

- A. Owners Legal Name: _____
B. Residential Address: _____
City: _____ State: _____ Zip: _____
C. Residential Telephone Number: _____
D. Cellphone Number: _____
E. Position with Business: _____

V. GENERAL QUESTIONS:

- A. Do you serve as a VEHICLE REMOVAL SERVICE for private lots pursuant to §. 4-20.5?
Yes: _____ No: _____
B. Will BODY WORK be done at this location?
Yes: _____ No: _____
C. Will PAINTING be done at this location?
Yes: _____ No: _____
D. Will vehicles remain outdoors for more than seventy-two (72) consecutive hours in any one week?
Yes: _____ No: _____

VI. INCLUDE \$5.00 PROCESSING FEE WITH APPLICATION

VII. AFFIRMATION

I, hereby, certify and affirm that all of the information I have given in this application is true and accurate to the best of my knowledge. I further certify that I have in no way attempted to mislead the City in this application by omitting facts known to me. I have read and understand the regulations of the Automotive Repair and Service Center license found in the City of South Bend Municipal Code, Section 4-20.

Signature

Date