



BUILDING DEPARTMENT

125 S. Lafayette Blvd. Suite 100, South Bend, IN 46601
(574) 235-9554
southbendin.gov

APPLICATION FOR CHANGE OF OCCUPANCY PERMIT

This form is intended to identify conversions of use and occupancy for structures that are not undergoing associated construction work, and which require a construction design release from the State of Indiana. This form is compliant with Sec. 6-6.1 (a) of the South Bend Municipal Code and Sec.151.09 and 151.06 (b) of the Saint Joseph County Code of Ordinances.

General Information

Date: _____

- 1. Name of proposed business: _____
2. Address of business: _____
3. Owner name: _____
4. Contact information: _____
5. Current use of building: _____
6. Proposed use of building: _____
7. Has a construction design release been obtained from the State of Indiana? [] Yes [] No
a. Do you intend to file for one? [] Yes [] No
8. Is construction work expected? [] Yes [] No
a. Valuation of work: \$ _____
9. Is a certificate of occupancy needed due to requirements from another agency? [] Yes [] No

A SCALED SITE PLAN IS REQUIRED WITH YOUR APPLICATION.

In order to receive a change of occupancy permit, the applicant shall submit a site plan containing the following elements:

- 1. Scale and North arrow;
2. Location of building(s), driveway(s), and parking area(s);
3. Show all existing landscaping and street trees on the site;
4. Location and size of all existing sign(s);
5. Location and name of adjacent street frontage(s), if applicable;
6. All new sign(s) require a sign permit; and
7. A \$50 fee will be required.

CERTIFICATION

I _____ am the owner or the authorized agent (please submit documentation attesting to that fact) am responsible for compliance, and hereby acknowledge the following:

- 1. I have read this application and all related documentation, and I represent that the information furnished is correct.
2. I agree to comply with all the City of South Bend and the Saint Joseph County Building Code/s and State all relevant statutes and administrative codes, which regulate construction, land use, and occupancy.
3. If any misrepresentation is made in this application, the City/County may revoke any certificate of occupancy issued based upon this misinformation.
4. No sign installation is allowed until a permit has been issued from the Zoning and/or Building Department.

Applicant's Signature: _____ Date: _____