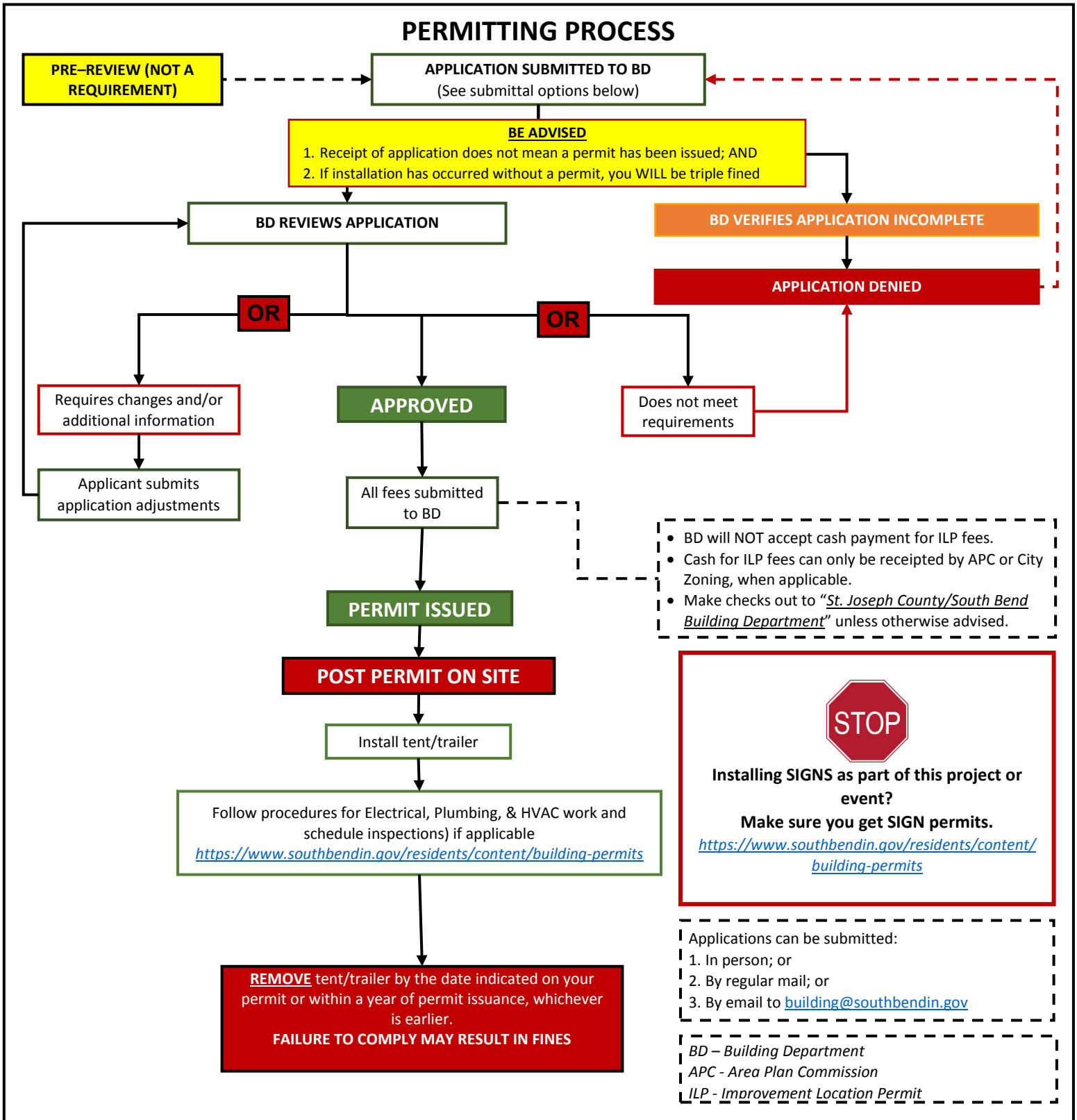


St. Joseph County | City of South Bend  
**BUILDING DEPARTMENT**  
**RESIDENTIAL TEMPORARY TENT/TRAILER/ACCESSORY APPLICATION**





**RESIDENTIAL TEMPORARY TENT/TRAILER/ACCESSORY APPLICATION**  
 ST. JOSEPH COUNTY | CITY OF SOUTH BEND | BUILDING DEPARTMENT

**PAYMENT:**  
 CHECK # \_\_\_\_\_  
 CARD  
 CASH

**TEMPORARY TENT/TRAILER/ACCESSORY PERMIT CHECKLIST**

- 1. Completed Application  
 (IF APPLYING FOR MULTIPLE TENTS/TRAILERS SUBMIT A SEPARATE APPLICATION FOR EACH STRUCTURE)
- 2. Site plan showing:
  - a. ALL property dimensions
  - b. size and location of ALL existing structures
  - c. parking spaces AND their dimensions after installation of proposed tent/trailers;
  - d. parking calculation
  - e. location of septic system(s) and well(s) (if applicable)
  - f. size and location of ALL proposed tents/trailers
  - g. setbacks of all proposed tents/trailers from property lines, existing buildings, well and septic systems;
  - h. if parcel is under 3 acres, it must be drawn to scale
  - i. An example of a site plan can be found here: <https://southbendin.gov/wp-content/uploads/2018/08/Example-of-Site-Plan.pdf>
- 3. Special use/exception and/or variance approvals if applicable
- 4. All applicable contractors involved in the project-building, electrical, plumbing, and HVAC. (on application form)
- 5. Application fee \*\*SEE FEE SCHEDULE FOR APPLICABLE PERMIT FEES
- 6. Be sure to provide the Indiana State Seal Number for each trailer (on application form); see example:



**USEFUL LINKS**

- ✓ City of South Bend Zoning/Variance Applications <http://southbendin.gov/zoning>
- ✓ St. Joseph County Zoning/Variance Applications <http://www.sjcindiana.com/306/Division-of-Planning-Zoning>

**PROPOSED PROJECT**

**ADDRESS:**

Address	City	Zip	Township
Subdivision	Section of Subdivision	Lot Number	

**PROPERTY OWNER:**

\_\_\_\_\_

**PHONE NUMBER:**

\_\_\_\_\_

**EMAIL:**

\_\_\_\_\_

**MAILING ADDRESS:**

Address	City	State	Zip
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