



LICENSE APPLICATION FOR – RESTAURANT MUNICIPAL CODE SECTION – 4-45 (SEE ALSO 4-46)

DEFINITION:

Restaurants include any coffee shop, cafeteria, short order cafe, luncheonette, grill, sandwich stand, soda fountain, drive-in restaurant, walk-up restaurant, mobile food vendor, mobile food cart, drive-in theater restaurant, in-plant food service, tavern, commissary, snack bar, tea room, fast-food restaurant, or restaurant without live entertainment or music, food catering or food service establishment, hotel or motel where continental breakfast is served, retail food markets, whether fixed or movable, where food for human consumption is prepared or served in such manner that it is ready for consumption on the premises.

The term "restaurant" shall not include a food service establishment that is known as a retail food market where food is not prepared and served for consumption on the premises with the exception of retail food markets that contain soda fountains, coffee dispensers or slushy machines; nor shall the term "restaurant" include any coin-operated vending machine dispensing any kind or type of food, confectionery or beverage.

Mobile Food Vendor Vehicle means a licensed motorized vehicle that is enclosed, self-contained and serves food items to the general public. Food items may be prepared, cooked, and assembled in the vehicle or may have been prepared, wrapped or packaged in a licensed food establishment.

IF DESCRIPTION DOES NOT APPLY, SEE:

Food Vending Vehicle (§4-25)
Itinerant Restaurant (§§4-45 & 4-46)

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 March 1st for restaurant names beginning with letters A-M; Licenses expire April 1st for restaurant names beginning with letters N-Z.
5. Add 10% to license fee for renewal after expiration.
6. Include \$5.00 application processing fee payable to City of South Bend.
7. License fee payable to City of South Bend due at issuance - \$90.00 if 150 seats or less; \$110 if more than 150 seats; \$30.00 adder to above fees for live entertainment; \$525.00 for Mobile Food Vendor Vehicles.
8. See §4-46 if live music/entertainment provided.
9. See §4-45(c) for fee waivers.

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EXEMPTIONS

1. No license fee shall be paid for restaurants operated by fraternal organizations, service clubs, or religious, educational or charitable institutions. However, all other provisions of this section shall apply to such establishments. Therefore, you are still required to submit the application and \$5.00 processing fee.

REQUIRED INFORMATION AND MATERIALS:

1. Health Permit pursuant to inspection and approval by County Health Officer.
2. St. Joseph County Health Department Plan and Review Application for new facilities.
3. Fire and Building Department Inspections as required by City Controller.
4. Valid certificate signed by Sealer of Weights and Measures if food to be sold by weight or measure.
5. Must comply with minimum sanitation requirements as specified by Indiana State Board of Health, Regulation HFD 17 and all changes and amendments (available on file with City Clerk).

APPLICATION PROCESS:

1. Review Municipal Code Sections 4-45 & 4-46 thoroughly.
2. Submit Application with \$5.00 Processing Fee.
3. Inspection and approval by the County Health Officer, as evidenced by a valid Health Permit
4. Inspections by the Fire Department and Building Department as required.
5. Applicants desiring to sell food by weight or measure shall file a valid certificate signed by the Sealer of Weights and Measures that all scales and measures to be used in said business have been tested and approved, at the time of making application.
6. License issued upon approval and payment of the license fee.

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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. Business E-Mail Address _____

G. Type of Zoning at Business Location _____

H. Number of Employees _____

I. Maximum Seating Capacity _____

J. Do you provide live music or other live entertainment?

Yes _____ No _____

If yes, state the type of live entertainment provided _____

K. Do you have pool tables?

Yes _____ No _____ If yes, how many _____

III. GENERAL QUESTIONS

A. Will food be sold by weight or measure? Yes _____ No _____

If yes, please attach the certificate from the Sealer Weights and Measures.

B. Is your restaurant operated by a not-for-profit fraternal organization, service club, or religious, educational, or charitable institution? Yes _____ No _____

For Office Use Only

Application Filed _____ Building Dept. Approval _____

Application Fee Paid _____ Fire Dept. Approval _____

Sent to Dept. _____ License Fee Paid _____

Health Dept. Approval _____ License Number _____

Not Approved _____

Reason _____

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IV. PERSONAL DATA

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

V. OWNERSHIP

- A. Owners Legal Name _____
- B. Residential Address _____
City _____ State _____ Zip _____
- C. Residential Telephone Number _____
- D. Cellphone Number _____
- E. E-Mail Address _____

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 Restaurant license found in the City of South Bend Municipal Code, Sections 4-45 and 4-46.

Signature

Date