



## LICENSE APPLICATION FOR – **SELF-SERVICE LAUNDRIES** MUNICIPAL CODE SECTION – **4-34**

### DEFINITION:

Self-service laundries or dry cleaners mean only those establishments which provide self-operated washing or drying facilities and which are open and available to the general public. The term does not include any establishments wherein the laundry services are performed by employees of the operator of the laundry establishment, nor does this term include self-service laundry facilities which are provided for or established in apartment or multiple-rental units, as long as such self-service laundries are not open to the general public and are restricted in their availability to the tenants or inhabitants of such apartment or multiple-rental units.

### 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 January 31.
6. Include \$5.00 license application fee payable to City of South Bend.
7. The license fee payable to City of South Bend is a minimum annual license fee of \$45.00 per establishment or \$3.00 for each washing machine, dryer, or combination washing machine-dryer, or dry cleaning machine used in the establishment, whichever is higher (e.g. 1-15 machines is \$45.00 per establishment or 15 plus machines is \$3.00 per machine).

### APPLICATION PROCESS:

1. Thoroughly review Municipal Code Section 4-34.
2. Submit Application with \$5.00 Processing Fee.
3. Controller Approves or Denies License.
4. License issued upon approval and payment of the license fee.
5. Compliance with all requirements of Municipal Code Section 4-34.
6. Zoning verification by the Building Department.
7. Required inspection by the Fire Department.

**LICENSE APPLICATION FOR – SELF-SERVICE LAUNDRIES**  
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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. Total Number of Machines Available for use by Patrons: \_\_\_\_\_

Washers: \_\_\_\_\_

Dryers: \_\_\_\_\_

Washer/Dryer Combinations: \_\_\_\_\_

Dry Cleaning Machines: \_\_\_\_\_

H. Zoning of Business Location: \_\_\_\_\_

III. PERSONAL DATA

A. Applicant's Legal Name: \_\_\_\_\_

B. Residential Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

C. Residential Telephone Number: \_\_\_\_\_

D. Cellphone Number: \_\_\_\_\_

E. Position with Business: \_\_\_\_\_

**For Office Use Only**

Application Filed \_\_\_\_\_ Fire Dept. Approval \_\_\_\_\_

Application Fee Paid \_\_\_\_\_ Building Dept. Approval \_\_\_\_\_

Sent to Dept. \_\_\_\_\_ License Fee Paid \_\_\_\_\_

License Number \_\_\_\_\_

Not Approved \_\_\_\_\_

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V. INCLUDE \$5.00 PROCESSING FEE WITH APPLICATION

V. 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 Self-Service Laundries license found in the City of South Bend Municipal Code, Section 4-34.

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Signature

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Date