St. Joseph County I City of South Bend

BUILDING DEPARTMENT

TEMPORARY TENT/TRAILER/ACCESSORY APPLICATION

PERMITTING PROCESS

PRE–REVIEW (NOT A REQUIREMENT)

APPLICATION SUBMITTED TO BD
(See submittal options below)

BE ADVISED
1. Receipt of application does not mean a permit has been issued; AND
2. If installation has occurred without a permit, you WILL be triple fined

BD REVIEWS APPLICATION

BD VERIFIES APPLICATION INCOMPLETE

APPLICATION DENIED

OR

OR

Requires changes and/or additional information

Applicant submits application adjustments

APPROVED

Does not meet requirements

All fees submitted to BD

BD will NOT accept cash payment for ILP fees.
Cash for ILP fees can only be receipted by APC or City Zoning.
Make ILP checks out to "*Area Plan Commission*" for County properties, "City of South Bend" for City properties and other fees to "*St. Joseph County/South Bend Building Department*"

PERMIT ISSUED

POST PERMIT ON SITE

Install tent/trailer

Follow procedures for Electrical, Plumbing, & HVAC work and schedule inspections) if applicable
https://www.southbendin.gov/residents/content/building-permits

REMOVE tent/trailer by the date indicated on your permit or within a year of permit issuance, whichever is earlier.
FAILURE TO COMPLY MAY RESULT IN FINES

STOP

Installing SIGNS as part of this project or event?
Make sure you get SIGN permits.
https://www.southbendin.gov/residents/content/building-permits

Applications can be submitted:
1. In person; or
2. By regular mail; or
3. By email to building@southbendin.gov

BD – Building Department
APC - Area Plan Commission
ILP - Improvement Location Permit

TEMPORARY TENT/TRAILER/ACCESSORY APPLICATION

ST. JOSEPH COUNTY | CITY OF SOUTH BEND | BUILDING DEPARTMENT

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. engineer scaling, such as 1":20' or graph paper will be accepted
- ☐ 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

USEFUL LINKS

- ✓ CITY Zoning *http://sjcindiana.com/998/City-of-South-Bend*
- ✓ COUNTY Zoning *http://www.sjcindiana.com/apc*

APPLICANT INFORMATION

DATE:

PROPERTY OWNER: _____

PHONE: _____ **EMAIL:** _____

ADDRESS: _____ _____ _____ _____
Address City State Zip

APPLICANT: _____ **ORG/BUSINESS:** _____

PHONE: _____ **EMAIL:** _____

ADDRESS: _____ _____ _____ _____
Address City State Zip

PROPERTY INFORMATION

ADDRESS: _____ _____ _____ _____
Address City Zip Township

ZONING: _____ VARIANCE, SPECIAL USE/EXCEPTION APPROVAL (IF APPLICABLE) _____
Zoning Approval Date

TEMPORARY TENT/TRAILER/ACCESSORY APPLICATION

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FLOODPLAIN: ☐ Yes ☐ No **WETLANDS:** ☐ Yes ☐ No

PROJECT INFORMATION

PERMIT TYPE ☐ NEW ☐ RENEWAL _____ START DATE _____ END DATE _____ TOTAL DAYS IN USE

"seasonal retail sales uses shall not exceed forty-five (45) consecutive days per occurrence nor a total of one-hundred and twenty (120) days during any calendar year" § 21-03.11(b)(6)(E), and § 154.071(F)(5). In this case each 45 day or part thereof will be charged a separate permit fee.

STRUCTURE TYPE & PURPOSE ☐ TENT ☐ TRAILER ☐ OTHER _____ PURPOSE/USE

PARKING _____ Parking spaces taken by temporary structure _____ Additional parking spaces provided for temporary use

Parking calculation required on site plan if additional parking is NOT being provided OR spaces for existing uses are being used by temporary structure(s). Minimum of 3 parking spaces must be dedicated to each temporary structure.

EXISTING STRUCTURES: _____ Primary Structure (sq/ft) _____ Accessory Buildings (sq/ft) _____ Other (sq/ft)

SET BACKS: _____ Front Lot Line (ft) _____ Side Lot line (ft) _____ Side Lot line (ft) _____ Rear lot line (ft) _____ Other (ft)

CONTRACTORS

All contractors must be licensed and/or registered with our department. For more information on this go to ***http://www.southbendin.gov/government/content/contractor-licenses-0***

BUILDING: _____ **(REQUIRED ON THIS APPLICATION)**

- *The property owner is allowed to list themselves as the contractor.*

ELECTRICAL: _____ **(NOT REQUIRED UNTIL APPLICATION FOR ELECTRICAL PERMIT)**

PLUMBING: _____ **(NOT REQUIRED UNTIL APPLICATION FOR PLUMBING PERMIT)**

HVAC/AC: _____ **(NOT REQUIRED UNTIL APPLICATION FOR HVAC/AC PERMIT)**

OTHER: _____ **(NOT REQUIRED UNTIL APPLICATION FOR APPLICABLE PERMIT)**

- *Electrical, HVAC and plumbing work needs to be done by contractors licensed and/or registered with our department.*

I certify the above to be a true and accurate to the best of my knowledge.

_____ **APPLICANT SIGNATURE** _____ **DATE**

_____ **PRINT NAME**