



## **SIDEWALK SALE PERMIT INSTRUCTIONS**

City of South Bend – Board of Public Works  
227 W. Jefferson Boulevard, Ste. 1316  
South Bend, IN 46601

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Dear Business Owner/Resident:

Thank you for your interest in a sidewalk sale outside your business. Enclosed are the Sidewalk Sale Application and Agreement needed to secure your permit to occupy a portion of the City's public right-of-way.

### **PROCESS**

Once your application is received, it will be reviewed by City personnel and presented at a City of South Bend Board of Public Works meeting for approval. Once approved, a signed copy of your permit and agreement will be emailed or mailed to you. Note: A permit for a sidewalk sale is valid subject to proper ADA clearance from obstructions.

### **APPLICATION CHECKLIST**

Below is a checklist of items that need to be included with your submittal:

- ✓ Completed and signed Sidewalk Sale Permit Application
- ✓ Complete business address and description of location of the sidewalk sale.
- ✓ \$10 application fee. Make checks payable to City of South Bend. Cash and credit card payments can also be made when dropping off the application.

Completed applications with payment should be mailed or dropped off to:  
City of South Bend - Board of Public Works  
227 W Jefferson Boulevard, Ste 1316  
South Bend, IN 46601

### **QUESTIONS**

The City of South Bend looks forward to working with you! If you have any questions, please call 574.235.9251.



**SIDEWALK SALE PERMIT APPLICATION**  
 City of South Bend – Board of Public Works  
 227 W. Jefferson Blvd., Ste. 1316  
 South Bend, IN 46601

NEW

RENEWAL

Fee is Paid

PERMIT FEE IS \$10.00 - Valid for two (2) years

DATE \_\_\_\_\_

Applicant's Legal Name \_\_\_\_\_ Title \_\_\_\_\_

Business Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number \_\_\_\_\_

Proposed Location and Description of Sidewalk Sale  
 \_\_\_\_\_

Days of Sidewalk Sale Operation \_\_\_\_\_

Hours of Sidewalk Sale Operation \_\_\_\_\_

Type of Goods to be Sold \_\_\_\_\_

Dates of Sidewalk Sale \_\_\_\_\_

[Note: This Permit may be utilized by the Permittee only for sidewalk sales directly in front of his/her business establishment. This Permit does not allow the placement of merchandise in front of the business of any merchant other than the Permittee, unless the properties involved are contiguous and the written consent of the other merchant is obtained. Permittee must allow for at least five (5) feet of unobstructed sidewalk for the free flow of pedestrian traffic at all times during the sale.]

**1. AFFIRMATION**

I, the undersigned, agree that I will abide by all of the provisions of Section 18-15 of the South Bend Municipal Code and with all the provisions stated above as conditions of the issuance of this Permit. I further agree to indemnify, defend and hold harmless the City of South Bend from any liability, loss, cost, damage or expenses, including attorney fees, which the City may suffer or incur as the result of any use of the public sidewalks for a sidewalk sale as permitted herein. I do hereby certify and affirm that all the information given in this application is true to the best of my knowledge.

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Signature of Applicant

\_\_\_\_\_  
 Title of Applicant

**Board of Public Works Approval**

\_\_\_\_\_  
 President

\_\_\_\_\_  
 Member

\_\_\_\_\_  
 Member

\_\_\_\_\_  
 Member

\_\_\_\_\_  
 Member

\_\_\_\_\_  
 Attest