



# TRAFFIC CONTROL AND OCCUPANCY REQUEST

City of South Bend – Division of Engineering  
227 W Jefferson Boulevard, Ste 1316  
South Bend, IN 46601

**DEADLINE: DUE FIVE BUSINESS DAYS PRIOR TO PROJECT START DATE**

## APPLICANT INFORMATION

Name of Contractor/Company: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

On-Site Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

## PROJECT INFORMATION

Requested Dates (mm/dd/yyyy): \_\_\_\_/\_\_\_\_/20\_\_\_\_ to \_\_\_\_/\_\_\_\_/20\_\_\_\_

Time of Work: \_\_\_\_\_ to \_\_\_\_\_

Location of Work:  Entire Street     Travel Lane     Parking Lane  
 Sidewalk     Tree Lawn     Alley

Type of Work:  Excavation/Boring (Also requires Excavation Form)  
 New Drive Approach (Also requires Curb Cut Application)  
 Sidewalk

Address of Project: \_\_\_\_\_

Project Boundaries: \_\_\_\_\_

Description of Work: \_\_\_\_\_

## INCLUDE THE FOLLOWING ITEMS WITH YOUR APPLICATION:

- Traffic control plan including detour map and traffic devices.
- Communication (letter, door hanger, signs, etc.) to affected property owners

Failure to use traffic control for traffic restrictions or closures will result in stop work orders and/or delay in permitting. This Occupancy Permit Request is non-transferable. A signature subjects the named contractor/permittee to all applicable rules, duties and obligations imposed by the South Bend Municipal Code and to all regulations imposed by the City's Board of Public Works.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Applications should be dropped off to the City's Engineering Office or emailed to [rowpermitsoffice@southbendin.gov](mailto:rowpermitsoffice@southbendin.gov). For questions, contact Tara Busell at 574.235.9254.

### OFFICE USE ONLY:

Date Received:

Fee Paid:

Approval Date: