



ST. JOSEPH COUNTY

CITY OF SOUTH BEND



## BUILDING DEPARTMENT

215 S. Martin Luther King Jr. Blvd. Suite 100, South Bend, IN 46601

(574) 235-9554

southbendin.gov

**PAYMENT:**

CHECK #

CARD

CASH

\*WE DO NOT ACCEPT AMERICAN EXPRESS

\*EXACT PAYMENTS MAY BE REQUIRED IF WE ARE UNABLE TO MAKE CHANGE FOR CASH PAYMENTS

### APPLICATION FOR CHANGE OF OCCUPANCY PERMIT

This form is intended to identify conversions of use and occupancy for structures that are not undergoing associated construction work, and which require a construction design release from the State of Indiana. This form is compliant with Sec. 6-6.1 (a) of the South Bend Municipal Code and Sec. 151.09 and 151.06 (b) of the Saint Joseph County Code of Ordinances.

#### General Information

**Date:** \_\_\_\_\_

1. Name of proposed business: \_\_\_\_\_
2. Address of business: \_\_\_\_\_
3. Owner name: \_\_\_\_\_
4. Contact information: \_\_\_\_\_
5. Current use of building: \_\_\_\_\_
6. Proposed use of building: \_\_\_\_\_
7. Has a construction design release been obtained from the State of Indiana?
 

<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Yes	<input type="checkbox"/> No
8. Is construction work expected?
 

<input type="checkbox"/> Yes	<input type="checkbox"/> No
a. Valuation of work: \$ _____	
9. Is a certificate of occupancy needed due to requirements from another agency?
 

<input type="checkbox"/> Yes	<input type="checkbox"/> No
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#### A SCALED SITE PLAN IS REQUIRED WITH YOUR APPLICATION.

In order to receive a change of occupancy permit, the applicant shall submit a site plan containing the following elements:

1. Scale and North arrow;
2. Location of building(s), driveway(s), and parking area(s);
3. Show all existing landscaping and street trees on the site;
4. Location and size of all existing sign(s);
5. Location and name of adjacent street frontage(s), if applicable;
6. All new sign(s) require a sign permit; and
7. A \$80 fee will be required.

#### CERTIFICATION

I \_\_\_\_\_ am the owner or the authorized agent (please submit documentation attesting to that fact) am responsible for compliance, and hereby acknowledge the following:

1. I have read this application and all related documentation, and I represent that the information furnished is correct.
2. I agree to comply with all the City of South Bend and the Saint Joseph County Building Code/s and State all relevant statutes and administrative codes, which regulate construction, land use, and occupancy.
3. If any misrepresentation is made in this application, the City/County may revoke any certificate of occupancy issued based upon this misinformation.
4. No sign installation is allowed until a permit has been issued from the Zoning and/or Building Department.

**Applicant's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

EXCELLENCE I ACCOUNTABILITY I INNOVATION I INCLUSION I EMPOWERMENT