



**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? ☐ Yes ☐ No
  - a. Do you intend to file for one? ☐ Yes ☐ No
8. Is construction work expected? ☐ Yes ☐ No
  - a. Valuation of work: \$ \_\_\_\_\_
9. Is a certificate of occupancy needed due to requirements from another agency? ☐ Yes ☐ No

#### 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

215 S. Martin Luther King Jr. Blvd. | Suite 100 | South Bend, IN 46601 | p. 574.235.9554 | f. 574.235.5541 | www.southbendin.gov