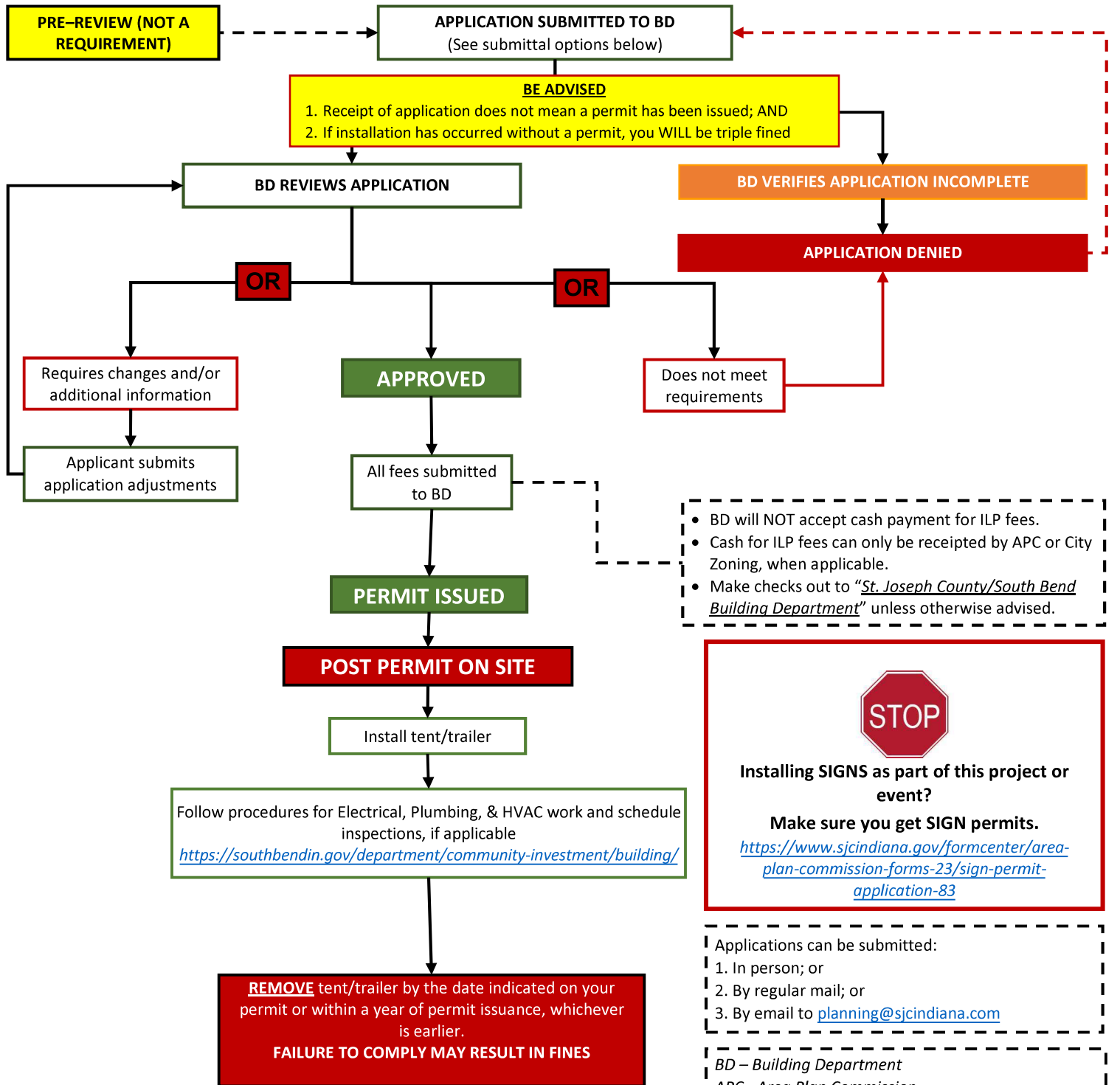


St. Joseph County | City of South Bend  
**BUILDING DEPARTMENT**  
**COUNTY RESIDENTIAL TEMPORARY TENT/TRAILER/ACCESSORY APPLICATION**

### PERMITTING PROCESS





**COUNTY RESIDENTIAL TEMPORARY TENT/TRAILER/ACCESSORY APPLICATION**  
ST. JOSEPH COUNTY | CITY OF SOUTH BEND | BUILDING DEPARTMENT

**PAYMENT:**  
**CHECK #**  
**CARD** ☐ \*WE DO NOT ACCEPT AMERICAN EXPRESS  
**CASH** ☐ \*EXACT PAYMENT MAY BE REQUIRED IF WE ARE UNABLE TO MAKE CHANGE FOR CASH PAYMENTS

**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. An example of a site plan can be found here: <https://southbendin.gov/wp-content/uploads/2025/03/SITE-PLAN-TO-SCALE.pdf>
- ☐ 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
- ☐ 6. Be sure to provide the Indiana State Seal Number for each trailer (on application form); see example:



**USEFUL LINKS**

✓ St. Joseph County Zoning/Variance Applications <http://www.sjcindiana.com/306/Division-of-Planning-Zoning>

**PROPOSED**

**PROJECT**

**ADDRESS:**

_____	_____	_____	_____
Address	City	Zip	Township
_____	_____	_____	
Subdivision	Section of Subdivision	Lot Number	

**PROPERTY OWNER:**

\_\_\_\_\_

**PHONE NUMBER:**

\_\_\_\_\_

**EMAIL:**

\_\_\_\_\_

**MAILING ADDRESS:**

_____	_____	_____	_____
Address	City	State	Zip

EXCELLENCE | ACCOUNTABILITY | INNOVATION | INCLUSION | 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](http://www.southbendin.gov)



COUNTY RESIDENTIAL TEMPORARY TENT/TRAILER/ACCESSORY APPLICATION  
ST. JOSEPH COUNTY | CITY OF SOUTH BEND | BUILDING DEPARTMENT

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

STATE SEAL NUMBER

*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)

PROPOSED SETBACKS OF  
TEMPORARY STRUCTURE:

Front Lot Line (ft)

Side Lot line (ft)

Side Lot line (ft)

Rear lot line (ft)

Other (ft)

BUILDING

CONTRACTOR: OR OWNER AS CONTRACTOR ☐

PHONE: EMAIL:

ADDRESS: Address City State Zip

\*Application can be emailed to us at [building@southbendin.gov](mailto:building@southbendin.gov) or provided to the address below for review.

\*Application must be signed below

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

APPLICANT SIGNATURE

DATE

PRINT NAME

ORG/BUSINESS OR OWNER

PHONE

EMAIL

EXCELLENCE | ACCOUNTABILITY | INNOVATION | INCLUSION | 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](http://www.southbendin.gov)