

# TEMPORARY TENT/TRAILER PERMIT

## ST. JOSEPH COUNTY/SOUTH BEND BUILDING DEPARTMENT

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**APPLICANT INFORMATION** **DATE:** \_\_\_\_\_

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**OWNER:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_  

Address
City
State
Zip

**APPLICANT:** \_\_\_\_\_ **ORG/BUSINESS:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_  

Address
City
State
Zip

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**PROPERTY INFORMATION**

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**ADDRESS:** \_\_\_\_\_  

Address
City
Zip
Township

**ZONING:** \_\_\_\_\_  
<http://goo.gl/QRcUSH> Zoning Approval Date

**FLOODPLAIN:** Yes No **WETLANDS:** Yes No **WELLHEADS:** Yes No

**DESIGN/NNZO:** Yes No **HISTORIC DISTRICT:** Yes No **SEWAGE/WATER** Yes No

- Confirm if special exception in the CITY visit <http://www.stjosephcountyindiana.com/departments/Areaplan/ordinancesb.htm>
- Confirm if special use in the COUNTY visit [http://www.stjosephcountyindiana.com/departments/Areaplan/new/ordinances\\_zoning\\_county.htm](http://www.stjosephcountyindiana.com/departments/Areaplan/new/ordinances_zoning_county.htm)
- To confirm if you're in a flood plain or wetland visit <http://www.southbendin.gov/government/content/flood-plains-wetlands>

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**PROJECT INFORMATION**

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**NEW OR RENEWAL:** NEW RENEWAL

**PROJECT TYPE:** TRAILER TENT OTHER \_\_\_\_\_  

Describe
# of days in use (up to 365)

**PROJECT SIZE:** \_\_\_\_\_  

Width (ft)
Length (ft)
Other (ft)
Area (sq/ft)

**EXISTING STRUCTURES:** \_\_\_\_\_  

Primary Structure (sq/ft)
Accessory Buildings (sq/ft)
Other (sq/ft)

**PARCEL SIZE:** \_\_\_\_\_  

Area (sq/ft)
Length (ft)
Width (ft)
Other (ft)

**TEMPORARY SET BACKS:** \_\_\_\_\_  

Front Lot Line (ft)
Side Lot line (ft)
Side Lot line (ft)
Rear lot line (ft)
Other (ft)

- Verify setbacks in the CITY for your zone here <http://www.stjosephcountyindiana.com/departments/Areaplan/ordinancesb.htm>
- Verify setbacks in the COUNTY for your zone here [http://www.stjosephcountyindiana.com/departments/Areaplan/new/ordinances\\_zoning\\_county.htm](http://www.stjosephcountyindiana.com/departments/Areaplan/new/ordinances_zoning_county.htm)
- For variance information visit <http://www.southbendin.gov/government/content/area-board-zoning-appeals-abza>

TEMPORARY TENT/TRAILER PERMIT APPLICATION

**CONTRACTORS**

All contractors must be licensed and registered with our department. For more information on this go to <http://www.southbendin.gov/government/content/contractor-licenses-0>

- BUILDING: \_\_\_\_\_ (REQUIRED ON THIS APPLICATION)
- ELECTRICAL: \_\_\_\_\_ (NOT REQUIRED UNTIL APPLICATION FOR ELECTRICAL PERMIT)
- PLUMBING: \_\_\_\_\_ (NOT REQUIRED UNTIL APPLICATION FOR PLUMBING PERMIT)
- HVAC/AC: \_\_\_\_\_ (NOT REQUIRED UNTIL APPLICATION FOR HVAC/AC PERMIT)
- OTHER: \_\_\_\_\_ (NOT REQUIRED UNTIL APPLICATION FOR APPLICABLE PERMIT)
- OTHER: \_\_\_\_\_ (NOT REQUIRED UNTIL APPLICATION FOR APPLICABLE PERMIT)
- OTHER: \_\_\_\_\_ (NOT REQUIRED UNTIL APPLICATION FOR APPLICABLE PERMIT)

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

\_\_\_\_\_  
APPLICANT SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PRINT NAME

**RESIDENTIAL ACCESSORY APPLICATION CHECKLIST**

1. Completed Application
2. Site plan showing size of property, size and location of all structures on property, and size and location of addition being planned. If parcel is under 3 acres, it must be drawn to scale.
3. Special use/exception and/or variance approvals if applicable
4. Location of septic system and well on property.
5. All applicable contractors involved in the project-building, electrical, plumbing, and HVAC. (on application form)
6. Application fee \*\*SEE FEE SCHEDULE FOR APPLICABLE PERMIT FEES