

SIGN PERMIT APPLICATION
St. Joseph County & the City of South Bend

PART 1

Contractor Information

Contractor	Contractor
Address	Contact
City	Company Phone
State/Zip	Company Email

**Are you registered with the Building Department? If you are not registered or are registered incorrectly this could delay your application processing time. <http://www.southbendin.gov/government/content/contractor-licenses-registrations>*

Property Information

If "off premise" this must be for the off premise location.

Zoning	Address
Overlay/PUD (If Applicable)	City
State/Zip	State/Zip
Township	Township

**Not sure what the zoning is on the property. You can look it up online. <http://stjocogis.maps.arcgis.com/apps/PublicInformation/index.html?appid=571fa153e9f94bf4b2a099e0e51a5ba6>*

Property Owner Information

Name	Name
Address	Phone
City	Email
State/Zip	Township

Business Owner Information

If different from Property Owner

Name	Name
Address	Phone
City	Email
State/Zip	Township

PART 2

Sign(s) Information

of signs applied for: _____

**If applying for more than one sign fill out this page for each sign.*

1. Permanent or Temporary:

Permanent

Temporary

2. Sign Type (check all that apply):

Pole(s)

Monument

Facade

Canopy/Awning

Changeable Copy (Manual)

EMC

_____ **If EMC # of msg/min**

Other (Explain): _____

3. Location on property or building (e.g. north, south, NE, SW):

4. Lot size

_____ **Width (ft)**

_____ **Total Frontage (ft)**

If different than width

5. Building Façade Size for to which sign is oriented/Canopy Size

_____ **Height (ft)**

_____ **Width (ft)**

_____ **Area (sq/ft)**

**For free standing signs provide the dimensions for the building face the sign is oriented towards.*

**For multi-tenant buildings provide the dimension for the entire façade, and for the façade of the individual unit.*

6. Setbacks (If applicable):

_____ **Front (ft)**

_____ **Side (ft)**

_____ **Side (ft)**

_____ **Back (ft)**

_____ **Other (ft)**

**Confirm with the corresponding ordinance if the set back is supposed to be from the property line, right of way or pavement edge. <http://www.stjosephcountyindiana.com/departments/Areaplan/new/ordinances.htm>*

7. Purpose:

On Premise

Off Premise

**If "off premise" make sure the property information on page is correct.*

**If "off premise" ensure zoning allows this or that you have received the appropriate variance.*

8. Sign Size:

_____ **Total Height (ft)**

_____ **Height of Face Only (ft)**

_____ **Width (ft)**

_____ **Total Area (sq/ft)**

_____ **Clearance (ft)**

**To ensure your calculating the size of the sign correctly refer to the corresponding ordinance section on how to calculate sign area. <http://www.stjosephcountyindiana.com/departments/Areaplan/new/ordinances.htm>*

9. Lighting:

Internal

External

Backlit

None

APPLICATION CHECKLIST

- 1. Completed Application (minimum 2 pages for 1 sign, additional page per additional sign)
- 2. Owner signed Affidavit
- 3. Site plan clearly indicating:
 - a. Location of sign(s) on lot
 - b. Location of sign outside of sight triangle
 - c. Lot size
 - d. Lot dimensions
 - e. Any buildings on the lot and their dimensions
 - f. Location of any existing signs on the property or building
 - g. If application is for a freestanding sign distance of sign from any existing free standing signs
 - h. Existing signs, and distances between them and proposed signs
 - i. Distance between proposed sign and adjacent property freestanding signs if applicable.
- 4. Building elevation clearly indicating
 - a. Location of sign on elevation
 - b. In the case of free standing signs provide the elevation to which the sign is oriented
 - c. Building Height
 - d. Building Width
 - e. Building Area
 - f. Sign dimensions (height, width, area)
 - g. Existing signs and their dimensions (height, width, area)
- 5. Sign elevations clearly indicating
 - a. Height(s)
 - b. Width(s)
 - c. Area(s)
 - d. For free standing signs include dimensions of support structure on all sides