

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

**PART 1**

**Contractor Information**

<b>Contractor</b>	<b>Contractor</b>
<b>Address</b>	<b>Contact</b>
<b>City</b>	<b>Company Phone</b>
<b>State/Zip</b>	<b>Company Email</b>

*\*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.*

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

*\*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**

<b>Name</b>	<b>Name</b>
<b>Address</b>	<b>Phone</b>
<b>City</b>	<b>Email</b>
<b>State/Zip</b>	<b>Township</b>

**Business Owner Information**

*If different from Property Owner*

<b>Name</b>	<b>Name</b>
<b>Address</b>	<b>Phone</b>
<b>City</b>	<b>Email</b>
<b>State/Zip</b>	<b>Township</b>

**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

**ST. JOSEPH COUNTY/SOUTH BEND  
BUILDING DEPARTMENT**

**SIGN AFFIDAVIT**

DATE: \_\_\_\_\_

I, \_\_\_\_\_, have legal holdings at  
PROPERTY OWNER

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
ADDRESS CITY STATE ZIP

on which the proposed sign is to be erected; and have read and agree to the following:

1. St. Joseph County and City of South Bend shall be held harmless from any claims, damages, liabilities, losses, actions, suits, or judgments which may be brought, presented, sustained, or obtained against the County or City or its officials because of negligence of the sign hanger, contractor, or his agents, or by reasons of defects in the construction, or damages resulting from the collapse or failure of any sign.
2. The owner will guarantee removal of the sign when the use which it identifies, instructs, attracts, guides, or advertises is terminated at that particular location; however, this will not apply to periodic changing of the sign faces for present or future tenants or owners.
3. The owner shall maintain the sign by repainting peeled surfaces and replacing inoperative components. Should the owner fail to maintain the sign as outlined herein within forty-five (45) days after written notice, the County or City shall remove the sign after first giving the owner of the sign 30 days written notice of its intent to do so.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_  
DAY MONTH YEAR

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
MAILING ADDRESS

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

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
CITY STATE ZIP

\_\_\_\_\_  
PHONE

\_\_\_\_\_  
EMAIL