

CITY OF SOUTH BEND/ST. JOSEPH COUNTY  
BUILDING DEPARTMENT  
125 SOUTH LAFAYETTE BOULEVARD, SUITE 100  
SOUTH BEND; IN DIANA 46601  
574-235-9554  
574-235-5541 FAX

## **SIGN CONTRACTORS REGISTRATION REQUIREMENTS**

1. Complete Contractor Pre-Licensing Registration form
2. Provide Surety Bond as follows:
  - a. In the amount of \$5,000.00
  - b. Principal's name on bond should match name used on registration.
  - c. Original bond is required and must be signed.
  - d. Term of bond must be for a one (1) year period with a beginning date and ending date.
  - e. Bond must name the City of South Bend/St. Joseph County as the obligee.
  - f. Bond must have a bond number.
  - g. Bond should indicate type of contractor, i.e. "SIGN CONTRACTOR"
3. \$125.00 annual registration fee is required.
4. Copy of Certificate of Liability Insurance naming the City of South Bend/St. Joseph County Building Department as the Certificate Holder. Limits of Liability are \$100,000.00 per person, \$300,000 per occurrence and \$50,000 per property damage.

Questions?

Call 574-235-9554 or email [building@southbendin.gov](mailto:building@southbendin.gov)