

**APPLICATION  
FOR SIGN PERMIT  
EFFECTIVE JANUARY 1, 2011**

**CONTRACTOR:** \_\_\_\_\_

**LOCATION OF SIGN:** \_\_\_\_\_

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

**SINGLE SIDED:** \_\_\_\_\_ **DOUBLE SIDED:** \_\_\_\_\_ **TOTAL SQUARE FOOT:** \_\_\_\_\_

**TYPE OF SIGN:** \$30.00 MINIMUM OR \$.40 per square foot per side

**BUILDING MOUNTED:** \_\_\_\_\_ **BUILDING MOUNTED ELECTRIC:** \_\_\_\_\_

**FREE STANDING:** \_\_\_\_\_ **FREE STANDING ELECTRIC:** \_\_\_\_\_  
(\$30.00 minimum fee or \$.40 per square foot per side whichever is greater)

**BILLBOARD:** \_\_\_\_\_ **TEMPORARY:** \_\_\_\_\_  
(\$50.00) (\$30.00)

**DIMENSIONS:**

**HEIGHT**                      **WIDTH**                      **TOTAL PERMIT FEES:**                      \$ \_\_\_\_\_

\_\_\_\_\_

**TEMPORARY SIGN INFORMATION:** Under the Code of Ordinances of the City of Mishawaka, certain steps must be taken in order to use a temporary sign at your place of business. This document is intended to help clarify for you when you need to obtain a permit, what things are considered to be temporary signs, and what restrictions there are for temporary signs. If you have additional questions, please contact the Department of Planning. A temporary sign is "any sign, portable sign, pennant, valence, inflatable display or advertising display constructed of cloth, canvas, light fabric, cardboard, wallboard, plastic, metal or light materials with or without structural frames." (Section 157.07 (rr)). Temporary signs may be displayed for one period not to exceed fifteen (15) days per calendar year, or for three-(3) separate five- (5) day periods per calendar year. (Section 157.16). The following steps must be taken prior to the display of any temporary sign:

1. A penal (surety) bond in the sum of \$1000.00 payable to the City of Mishawaka shall be filed with the Department of City Planning. This bond can usually be obtained from your insurance company.
2. A drawing of the property where the sign is to be placed indicating where the sign is proposed to be set.
3. A \$10.00 Temporary Sign Improvement Location Permit (SILP) and a \$30.00 Sign Permit shall be obtained from the Planning Department and Building Department, respectively. If paying by check, please bring two (2) checks made payable to the City of Mishawaka to cover these two permits.

**IT IS HEREBY CERTIFIED THAT THE WORK HEREIN CALLED FOR IS IN ACCORDANCE WITH THE PROVISIONS OF THE SIGN CODE OF THE CITY OF MISHAWAKA, INDIANA.**

\_\_\_\_\_  
**CONTRACTOR**

Sign licenses are due for renewal on or before December 31<sup>st</sup> of each year. Surety bond must be current. The license renewal fee is \$125.00.