



CITY OF MISHAWAKA

IMPROVEMENT LOCATION PERMIT APPLICATION

ADDRESS OF BUILDING/PROJECT _____

LEGAL DESCRIPTION _____

TAX KEY NUMBER (S) _____

PROJECT TYPE (check one): Single Family Residential Commercial Industrial Institutional Other Residential

ZONING: R-1 R-2 R-3 R-4 C-1 C-2 C-3 C-4 C-5 C-6 C-7 C-8 C-9 C-10 I-1 I-2 S-1 S-2

PROJECT DESCRIPTION: _____

PROJECT START DATE: _____ ESTIMATED PROJECT COMPLETION DATE: _____

BUILDING ADDITIONS ONLY: SQUARE FOOTAGE: _____ TOTAL HEIGHT: _____

APPLICANT: _____

APPLICANT'S ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____ PHONE: _____ FAX _____

PROPERTY OWNER(S): _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____ PHONE: _____ FAX _____

Single family residential projects: You must attach a survey, plot plan, or other scaled hand drawing that shows the property lines and dimensions, sizes of all existing and proposed accessory structures, and location of the structures from property lines. There is a **\$10.00 fee**. (New Home construction is **\$25.00**)

Commercial, industrial, certain residential, and other nonresidential projects: Plans must be submitted and approved in accordance with the applicable regulations of the Site Plan Approval Ordinance (Section 137-35) of the Mishawaka Zoning Ordinance prior to applying for this permit. There is a **\$75.00 fee (1,000 sqft or less), or \$150.00 fee (over 1,000 sqft)**

Signs: Permits for signs will only be issued to contractors licensed and bonded within the City of Mishawaka. To apply for a sign permit you must provide drawings or otherwise certify the following as applicable: the location and size of existing signage to remain, existing signage to be removed, and the location and size of proposed signage. All applications for sign permits must include a **color** elevation drawing of the proposed signs. For non-facade signs, a plan drawing showing the entire property boundary (include distances), right-of way locations, entry drives, and the location of both existing and proposed signage. **\$75.00 (60 sqft or less), \$150.00 (over 60 sqft) (Temporary Signs \$50.00)**

Failure to provide required information will result in delays or denial of permit.

This application is for an Improvement Location Permit ONLY. A Building Permit may also be required from the City of Mishawaka Building Department (City Hall, Room 101, 600 E. 3rd Street, 574-258-1607). Please note, "fence only" applications do not require a separate building permit.

PERMIT VALID ONLY WHEN STAMPED

I hereby certify to the correctness of all information required for this application including any and all attachments.

DATE: _____

APPLICANT'S SIGNATURE: _____

THIS PERMIT IS VALID FOR 1 YEAR FROM THE DATE OF APPROVAL