



CITY OF MISHAWAKA

DAVID A. WOOD, MAYOR

DEPARTMENT OF BUILDING, COMMUNITY DEVELOPMENT & PLANNING

SIGN CONTRACTOR LICENSING

&

SIGN PERMIT PROCESS

- 1 **POST \$5,000 BOND** WITH THE MISHAWAKA BUILDING DEPARTMENT AND PAY THE **\$125.00 SIGN ERECTOR FEE.**
- 2 FILL OUT SIGN IMPROVEMENT LOCATION PERMIT (SILP) APPLICATION AND BUILDING SIGN PERMIT APPLICATION.
- 3 PREPARE DETAILED GRAPHICS OF THE SIGN DENOTING COLOR SCHEME, HEIGHT, COPY AREA, DISPLAY AREA, LOCATION & PHOTOGRAPH OF EXISTING SIGNAGE, LOCATION OF UTILITIES, CURB CUTS, EASEMENTS, PROPERTY LINES, LOCATION OF PROPOSED FAÇADE AND FREESTANDING SIGNAGE.
- 4 TAKE SILP APPLICATION AND SIGN AND SITE PLANS TO THE MISHAWAKA BUILDING, COMMUNITY DEVELOPMENT & PLANNING DEPARTMENT WHERE A SIGN IMPROVEMENT LOCATION PERMIT AND A BUILDING SIGN PERMIT WILL BE ISSUED PROVIDED SIGN ADHERES TO CODE AND APPLICATION REQUIREMENTS. PLEASE BRING CASH OR TWO (2) CHECKS MADE PAYABLE TO THE CITY OF MISHAWAKA.

A. PER PLANNING DEPT:

SIGN ILP FOR PERMANENT SIGNS

60 square feet and under \$ 75.00
Over 60 square feet \$ 150.00

SIGN ILP FOR TEMPORARY SIGNS: \$ 50.00

- B. PER BUILDING DEPT: FREESTANDING SIGNS OR PROJECTING SIGNS SHALL BE CALCULATED FOR EACH FACE MEASURED ON THE SKELETON FRAMEWORK AT THE RATE OF **\$ 0.40 PER SQUARE FOOT** WITH A MINIMUM PERMIT FEE OF **\$ 30.00.**
- C. PER BUILDING DEPT: SIGNS FLAT AGAINST A BUILDING (FAÇADE SIGNS) SHALL BE
- D. CALCULATED PER SQUARE FOOT MEASURED AS A TOTAL AREA OF DISPLAY SURFACE AT THE RATE OF **\$.40 PER SQUARE FOOT** WITH A MINIMUM PERMIT FEE OF **\$ 30.00.**

BUILDING • PLANNING • COMMUNITY DEVELOPMENT • REDEVELOPMENT
ECONOMIC DEVELOPMENT • HISTORIC PRESERVATION

City Hall • 600 East Third Street • Mishawaka IN • 46544-2241

Building Phone: (574) 258-1607 Fax: (574) 968-6999

Community Development • Redevelopment • Economic Development Phone: (574) 258-1609 Fax: (574) 968-6999
Planning • Historic Preservation Phone: (574) 258-1625 Fax: (574) 968-6999



CITY OF MISHAWAKA-PLANNING DEPARTMENT

SIGN IMPROVEMENT LOCATION PERMIT APPLICATION

PROJECT ADDRESS _____ PROJECT NAME _____

LEGAL DESCRIPTION _____

TAX KEY NUMBER (S) _____

PROJECT TYPE (check one): Commercial Industrial Institutional 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 START DATE: _____ ESTIMATED PROJECT COMPLETION DATE: _____

SIGN COMPANY & CONTACT PERSON _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____ PHONE _____

FAX _____ EMAIL _____

PROPERTY OWNER(S) _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____ PHONE _____

FAX _____ EMAIL _____

ON SITE BUSINESS MANAGER _____

PHONE _____ FAX _____

EMAIL _____

(1) Sign Company Bonded with City of Mishawaka Yes _____ No _____

(2) Lot Frontage (Required for Freestanding Permanent Signs) _____ linear feet

(3) Proposed Sign Type(s) _____ Freestanding Sign _____ Facade Sign _____ Temporary Sign
_____ Directional Sign _____ Awning Sign _____ Subdivision Sign

(4) Please Complete the Appropriate Letter(s)

(a) **ALLOWED** Size of Freestanding Sign

Height _____ FT
Display Area _____ SF
Copy Area _____ SF

(b) **EXISTING** Freestanding Signs(s)

Yes _____ No _____ # _____

Sign 1

Height _____ FT
Display Area _____ SF
Copy Area _____ SF

Sign 2

Height _____ FT
Display Area _____ SF
Copy Area _____ SF

(c) **PROPOSED** Freestanding Sign(s)

Sign 1 Height _____ FT
Display Area _____ SF
Copy Area _____ SF

Sign 2 Height _____ FT
Display Area _____ SF
Copy Area _____ SF

Sign 3 Height _____ FT
Display Area _____ SF
Copy Area _____ SF

PROJECT ADDRESS _____ PROJECT NAME _____

(d) **Total Square Feet of ALL Proposed Façade/Wall/ Awnings Signs** _____ SF

Sign 1 _____ SF Sign 2 _____ SF Sign 3 _____ SF

Sign 4 _____ SF Sign 5 _____ SF Sign 6 _____ SF

(e) **Number and Size of Directional Signs**

Number _____ Height _____ Area _____ Square Feet

Note: Directional signs shall not exceed eight (8) square feet in area and/or three and one-half (3 1/2) feet in height. There shall be no more than two (2) directional signs per curb cut.

Permanent Signs:

Sign Improvement Location Permit:

60 Square Feet and Under \$ 75.00
Over 60 Square Feet \$ 150.00

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-façade signs, a plan drawing showing the entire property boundary (include distances), right-of way locations, entry drives, utilities, and the location of both existing and proposed signage.

Temporary Signs: \$50.00 plus \$25.60 Building Department Fee

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

This application is for a Sign Improvement Location Permit (SILP) ONLY from the Planning Department. A Building Permit is also required from the City of Mishawaka Building Department located in offices with Planning Department, Room 201, 600 E. Third Street, Mishawaka, IN Please call (574) 258-1607 to confirm Licensing, Bonding and Permit Fees in the Building Department. **PLEASE PROVIDE TWO (2) CHECKS MADE PAYABLE TO THE CITY OF MISHAWAKA.**

The undersigned hereby certifies that the statements contained herein, including any and all attachments, are true and correct and in consideration of granting of the permit, agrees to save the City of Mishawaka harmless from any and all damages and agrees to perform the work covered by this permit in conformity with the Ordinances of the City of Mishawaka, Indiana.

Signature of Applicant/Person Securing SILP

Printed Name

Date

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

**APPLICATION FOR SIGN PERMIT
IN THE CITY OF MISHAWAKA INDIANA**

CONTRACTOR: _____

LOCATION OF SIGN: _____

DATE: _____

SINGLE SIDED: _____ DOUBLE SIDED: _____ TOTAL SQUARE FOOT: _____

TYPE OF SIGN: (*\$30.00 MINIMUM FEE or \$.40 per square foot per side, whichever is greater*)

BUILDING MOUNTED: _____ BUILDING MOUNTED ELECTRIC: _____

FREE STANDING: _____ FREE STANDING ELECTRIC: _____

BILLBOARD: _____ TEMPORARY: _____

(\$50.00)

(\$25.60)

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 129-3). 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 129-75). The following steps must be taken prior to the display of any temporary sign:

1. A penal (surety) bond in the sum of \$1,000.00 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 \$50.00 Temporary Sign Improvement Location Permit (SILP) and a \$25.60 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 31st of each year. Security bond must be current. The license renewal fee is \$125.00.

Revised 01/05/2011