



CITY OF MISHAWAKA

DAVID A. WOOD, MAYOR

DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT
Kenneth B. Prince, ASLA, AICP, Executive Director

SIGN CONTRACTOR LICENSING

&

SIGN PERMIT PROCESS

- 1 **ALL PERMITS MUST BE ISSUED TO LICENSED SIGN CONTRACTORS.** CONTACT THE MISHAWAKA BUILDING DEPARTMENT FOR INFORMATION ON BECOMING A LICENSED SIGN CONTRACTOR.
- 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. CONTACT THE BUILDING DEPT FOR THEIR FEE SCHEDULE.