



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

Freestanding Signs 60 Square Feet and Under	\$150.00
Freestanding Signs Over 60 Square Feet	\$300.00
Façade Signs 60 Square Feet and Under	\$100.00
Façade Signs Over 60 Square Feet	\$200.00

SIGN ILP FOR TEMPORARY SIGNS: **\$ 50.00**

B. CONTACT THE BUILDING DEPT (574-258-1607) FOR THEIR FEE SCHEDULE.



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 & Licensed 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 (fee per individual sign):

Freestanding Signs 60 Square Feet and Under	\$150.00
Freestanding Signs Over 60 Square Feet	\$300.00
Façade Signs 60 Square Feet and Under	\$100.00
Façade Signs Over 60 Square Feet	\$200.00

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

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. Please call (574) 258-1607 to confirm Licensing, Bonding and Permit Fees in the Building Department. **(Bring Two Checks or Cash)**

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