

**TEMPORARY TENT/TRAILER/ACCESSORY APPLICATION**  
**CITY OF SOUTH BEND | BUILDING DEPARTMENT**

**TEMPORARY TENT/TRAILER/ACCESSORY PERMIT CHECKLIST**

- 1. Completed Application  
 (IF APPLYING FOR MULTIPLE TENTS/TRAILERS SUBMIT A SEPARATE APPLICATION FOR EACH STRUCTURE)
- 2. Site plan showing:
  - a. ALL property dimensions
  - b. size and location of ALL existing structures
  - c. parking spaces AND their dimensions after installation of proposed tent/trailers;
  - d. parking calculation
  - e. location of septic system(s) and well(s) (if applicable)
  - f. size and location of ALL proposed tents/trailers
  - g. setbacks of all proposed tents/trailers from property lines, existing buildings, well and septic systems;
  - h. if parcel is under 3 acres, it must be drawn to scale
- 3. Special use/exception and/or variance approvals if applicable
- 4. All applicable contractors involved in the project-building, electrical, plumbing, and HVAC. (on application form)
- 5. Application fee **\*\*SEE FEE SCHEDULE FOR APPLICABLE PERMIT FEES**

**USEFUL LINKS**

✓ Zoning Map [southbendjn.gov/ZONING](http://southbendjn.gov/ZONING)

<b>APPLICANT INFORMATION</b>		<b>DATE:</b> _____	
<b>PROPERTY OWNER:</b>	_____		
<b>PHONE:</b>	_____	<b>EMAIL:</b>	_____
<b>ADDRESS:</b>	_____	_____	_____
	Address	City	State      Zip
<b>APPLICANT:</b>	_____	<b>ORG/BUSINESS:</b>	_____
<b>PHONE:</b>	_____	<b>EMAIL:</b>	_____
<b>ADDRESS:</b>	_____	_____	_____
	Address	City	State      Zip

<b>PROPERTY INFORMATION</b>			
<b>ADDRESS:</b>	_____	_____	_____
	Address	City	Zip      Township
<b>ZONING:</b>	_____	VARIANCE, SPECIAL USE/EXCEPTION APPROVAL (IF APPLICABLE)	
	Zoning	Approval Date	

