



CITY OF BLOOMINGTON
Planning and Transportation Department
401 N. Morton St., Bloomington, Indiana 47404



Phone: 812-349-3423

Fax: 812-349-3520

Email: planning@bloomington.in.gov

APPLICATION FOR CHANGE OF USE PERMIT

*** MAKE CHECKS PAYABLE TO THE CITY OF BLOOMINGTON**

Date Applied: _____
 Name of Proposed Business: _____
 Address of Business: _____
 Business Phone: _____
 Alternative Phone/Fax: _____
 Name of Applicant: _____
 Previous Business Use: _____

<p align="center"><small>(OFFICE USE ONLY)</small></p> <p>Application #: _____</p> <p>Permit Fee: <u>\$250.00</u></p> <p>Date Issued: _____</p> <p>Permit Reviewer: _____</p>

A SCALED SITE PLAN IS REQUIRED WITH YOUR APPLICATION.

In order to receive a **change of use** permit, the applicant shall submit a site plan containing the following elements:

1. Scale and North arrow;
2. Location of building(s), driveway(s), and parking area(s);
3. Show all existing landscaping and street trees on the site;
4. Location and size of all existing sign(s);
5. Location and name of adjacent street frontage(s), if applicable; and
6. All new sign(s) require a sign permit.

CERTIFICATION

I am the owner or authorized agent responsible for compliance, and hereby acknowledge the following:

1. I have read this application and all related documentation and I represent that the information furnished is correct.
2. I agree to comply with all City ordinances and State statutes, which regulate construction, land use, and occupancy.
3. If any misrepresentation is made in this application, the City may revoke any Certificate issued based upon this misinformation.
4. No sign installation is allowed until a permit has been issued from the Planning and Transportation Department.

Applicant's Signature _____

Date _____

If you have questions about change of use or sign ordinance requirements, please call the **Bloomington Planning Department @ 812-349-3423.**