



**CICERO / JACKSON TOWNSHIP
PLAN COMMISSION**

**TEMPORARY IMPROVEMENT LOCATION
PERMIT APPLICATION**

331 E. Jackson St.
P.O. Box 650 Cicero,
In 46034
317-984-5845 Office
317-984-5938 Fax
www.cicero.in.org

OFFICE USE ONLY

Permit Category		Permit #:
<input type="checkbox"/> Building Permit	<input type="checkbox"/> Improvement Location	Date of Issue:
		Date of Expiration:
Type of Release		Required Inspections:
<input type="checkbox"/> Full Release	<input type="checkbox"/> Foundation Only	Permit Fee:
<input type="checkbox"/> Conditional Release	<input type="checkbox"/> Structure Only	Conditions: This permit shall expire exactly six
<input type="checkbox"/> Temporary Release	<input type="checkbox"/> Electrical Only	months from date of issue.

APPLICANT MUST COMPLETE THE FOLLOWING

Property Owner:		
Address:		
City:	State:	ZIP Code:
Telephone:	Fax:	E-mail*:
Project Address:		
City:	State:	ZIP Code:
Parcel:	Subdivision:	
General Contractor/ Builder:	Telephone:	
Address:	Fax:	
City:	Cell Phone:	
State:	ZIP Code:	Email*:

PROJECT INFORMATION

Total Square Footage Including Basement*:		Height Above Ground:	
Type of Construction		Foundation	
<input type="checkbox"/> Wood	<input type="checkbox"/> Metal	<input type="checkbox"/> Crawl Space	<input type="checkbox"/> Basement
<input type="checkbox"/> Masonry	<input type="checkbox"/> Post/Beam	<input type="checkbox"/> Slab	<input type="checkbox"/> Combo _____
Type of Permit		Type of Improvement	
<input type="checkbox"/> Improvement Location	<input type="checkbox"/> Retail Commercial	<input type="checkbox"/> New Structure	<input type="checkbox"/> Primary Ag.
<input type="checkbox"/> Single Family	<input type="checkbox"/> Office Commercial	<input type="checkbox"/> Addition	<input type="checkbox"/> Finish Space
<input type="checkbox"/> Duplex	<input type="checkbox"/> Industrial	<input type="checkbox"/> Garage	<input type="checkbox"/> Site/Land Imp.
<input type="checkbox"/> Multi-Family	<input type="checkbox"/> Institutional	<input type="checkbox"/> Structural Alteration	<input type="checkbox"/> Home Occupation
Estimated Cost*:		<input type="checkbox"/> Other _____	

Additional Property Information

Water Permit#	BZA Docket#	Date:
Septic Permit#	PC Docket #	Date:
Road Cut Permit #	Other Approvals _____	

CERTIFICATION AND NOTICE OF INTENT TO COMPLY

I hereby certify that I have the authority to make the foregoing application, that the application is correct, and that the construction will conform to the regulations in the Building Ordinance, Zoning Ordinance, private building restrictions, if any, which may be imposed on the above property by deed.

I further certify that the construction will not be used or occupied until the proper certificates of Occupancy and/or Compliance are filed with the office of the Cicero/Jackson Township Plan Commission.

SIGNATURES

Approved By	*Owner/ Contractor/ Builder
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APPLICANT MUST COMPLETE THE FOLLOWING

General Contractor/ Builder:

Telephone:

Cell:

Fax:

E-mail:

Is the Property Owner the General Contractor/ Builder?

Yes

No

Foundation

Excavators:

Phone:

Footings:

Phone:

Foundation:

Phone:

Other:

Phone:

Rough-In

Framing:

Phone:

Plumbing:

Phone:

Electrical:

Phone:

HVAC:

Phone:

Insulation:

Phone:

Other:

Phone:

Final/ Finish Work

Finish Carpenter:

Phone:

Final Grading:

Phone:

Landscape:

Phone:

Other:

Phone:

Additional Contractor Information:

7.6 Temporary Use/Structure Standards (TU)

A. TU-01: Temporary Uses or Structures that abide by all applicable development standards for the subject zoning district are permitted.

The following standards also pertain to temporary uses/structures.

1. Transition to Permanent or Accessory Uses/Structures: Any temporary use or structure that is intended to transition into a permanent use/structure or accessory structure must meet all standards for a permanent use/structure or accessory structure. In the event the intent is not noted upon the application, the transition to a permanent use/structure or accessory structure will not be permitted for one (1) year from the application date.
2. Duration: All temporary uses/structures shall be permitted for the period of up to six (6) months, unless otherwise noted in this Ordinance including Chapter 16: Definitions.
3. Permit: All temporary uses/structures will be required to have a temporary improvement location permit and will be subject to fees as adopted, unless otherwise noted in this article.
4. Cessation of Use: All temporary uses/structures must, upon cessation, remove all structures, elements, and debris; and revert all alterations to the original site to its original state. All removal and alterations must take place within the permitted duration.
5. A petitioner shall be limited to a total of one (1) temporary uses/structures per year.

B. TU-02: Temporary uses permitted include:

1. Garage sales (no permit necessary),
 - a. Garage sales are permitted a maximum of three (3) times per year, per property and/or per person or legal entity.
 - b. Maximum duration (time limit) for a sale shall be two (2) days.
2. Children's roadside stand (no permit necessary), and
3. Tents for a private party/event (no permit necessary).

C. TU-03: Temporary Structures/Uses permitted include:

1. Construction trailers (permit may be renewed one time by the Director of Planning with reason,
2. Roadside sales vehicles or structures,
3. Tents for sales and business events. Maximum duration (time limit) is fifteen (15) days with permit.