

**Allen County, Indiana
Building Department**

**Allen County Rules and Regulations
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CHAPTER 1
LICENSING AND REGISTRATION

SECTION A Structural Licensing and Registration

A.1 General Contractors License

Any person, firm or corporation who contracts and/or engages in the erection of new structures or all new additions to existing structures and all remodeling, repair, and demolition of existing structures shall be required to be licensed with the Building Department in order to engage in such activities. Any licensee under this classification must be either the holder of a General Contractors License, or have in his or her employ one that holds a General Contractors License. The designated General Contractors Licensee shall be employed full-time by the General Contractor, and said employment shall be his or her principal employment. The designated General Contractors Licensee shall be available at all times for consultations with the Allen County Building Inspectors. (This license permits all construction activities permitted by A.3, A.5, A.7, and A.8 below). This license provision is unlimited in scope.

A.2 General Contractors Superintendent Registration

General Contractors Licensees will, at the time application is made for a building permit, file with the Building Department the name of the individual who will be the responsible person for supervision of the project for which the permit is being applied. Any individual who engages in or who supervises the work of the construction shall be required to be registered with the Building Department in order to engage in such activities.

All applications for registration as A.2 General Contractors Superintendents shall be signed by the General Contractors Licensee for whom the individual will be representing as his agent on the project.

A.3 Building Contractors License

Any person, firm, or corporation who contracts and/or engages in the erection of new structures or all new additions to existing structures and all remodeling, repair, and demolition of commercial structures or multiple-dwelling residential buildings shall be required to be licensed with the Building Department in order to engage in such activities. Any licensee under this classification must be either the holder of a Building Contractors License, or have in his or her employ one that holds a Building Contractors License. The designated Building Contractors Licensee shall be employed full-time by the Building Contractor, and said employment shall be his or her principal employment. The designated Building Contractors Licensee shall be available at all times for consultations with the Allen County Building Inspectors. (This license permits all construction activities permitted by A.5, A.7, and A.8 below). This license is unlimited in remodeling and limited to three stories or less of new construction and additions in scope.

A.4 Building Contractors Superintendent Registration

Building Contractors Licensees will, at the time application is made for a building permit; file with the Building Department the name of the individual who will be the responsible person for supervision of the project for which the permit is being applied. Any individual who engages in or supervises the work of the Building Contractors Licensee shall be required to be registered with the Building Department in order to engage in such activities.

All applications for registration as A.4 Building Contractors Superintendents shall be signed by the Building Contractors Licensee for whom the individual will be representing as his or her agent on the project.

A.5 Residential Contractors License

Any person, firm, or corporation who contracts and/or engages in the erection of new residential structures or new additions to existing residential structures and remodeling, repair, and demolition of residential structures, shall be required to be licensed with the Building Department in order to engage in such activities. Any licensee under this classification must be either the holder of a Residential Contractors License, or have in his or her employ one that holds a Residential Contractors License. The designated Residential Contractors Licensee shall be employed full-time by the Residential Contractor, and said employment shall be his or her principal employment. The designated Residential Contractors Licensee shall be available at all times for consultations with the Allen County Building Inspectors. (This license permits all construction activities permitted by A.7 and A.8 below as to residential structures only and is limited to construction, remodeling, repair, or improvement of one or two-family residences not exceeding two stories in height).

A.6 Residential Contractors Superintendent Registration

Any individual who engages in or supervises the work of a Residential Contractors Licensee shall be required to be registered with the Building Department.

All applications for registration as A.6 Residential Contractors Superintendents shall be signed by the Residential Contractors Licensee for whom the individual will be representing as his or her agent.

A.7 Home Improvement Contractors License

Any person, firm, or corporation who contracts and/or engages in the improving, remodeling, and repair of existing one- and two-family structures shall be required to be licensed with the Building Department in order to engage in such activities. Any licensee under this classification must be either the holder of a Home Improvement Contractors License, or have in his or her employ one that holds a Home Improvement Contractors License. The designated Home Improvement Contractors Licensee shall be employed full-time by the Home Improvement Contractor, and said employment shall be his or her principal employment. The designated Home Improvement Contractors Licensee shall be available at all times for consultations with the Allen County

Building Inspectors. This license permits all activities pertaining only to the improving, remodeling, and repair of one- and two-family structures, and does not include additions to a building. Remodeling jobs are jobs which do not add square footage in floor area to a building. This license will permit the construction of unattached garages and accessory buildings.

A.8 Sub-Contractors License

All independent contractors, as defined below, of any listed subcontracting trade must also be individually licensed to perform work on Class 1 structures. Employees of sub-contractors are not required to be individually licensed, as work performed by such employees shall be covered by the sub-contractor's license. However, for Class 2 structures, independent contractors working for a licensed sub-contractor are not required to be individually licensed to perform work under said sub-contractor's permit. For any work being performed pursuant to a sub-contractor's permit on a Class 2 jobsite, either the licensed sub-contractor or his/her employee, which employees are defined as such for tax purposes, including the withholding, reporting, and payment of employment taxes by the employer, must be present at all times any such work is performed.¹

- A.8.a Concrete
- A.8.b Masonry
- A.8.c Carpentry or Frame, including siding and window installation
- A.8.d Roofing
- A.8.e Demolition
- A.8.f Drywall
- A.8.g Steel Erection – Steel erectors registered as of 12/31/2020 shall be grandfathered to eligibility for licensure in 2021

A.8.1 Type A and Type B Licensure for Class 2 Structure sub-contractors (effective January 1, 2021) – Two types of licensure are availability to sub-contractors for the licensing categories listed in A.8:

Type A licensure for sub-contractors shall be used after testing is administered by a pre-approved third party agency and applicant receives a passing score. Type A licensure allows such Licensees to work independently under a general contractor, as a sub-contractor, as well as acquire independent permits directly related to the category of licensure held by the Licensee.

Type B licensure for sub-contractors shall be issued pursuant to testing administered by the Building Department and upon receipt of a passing score by the applicant. Type B licensure requires sponsorship by means of a recommendation letter from any Allen County Building License holder, which license holder shall be in good standing with the Department. Type B licensure allows such Licensees to work directly under a general contractor or Type A licensed sub-contractor. However, Type B licensure does not allow such Licensees to acquire permits.

¹ Class 1 structures shall be defined as set forth in Ind. Code §22-12-1-5(a) and Class 2 structures shall be defined as set forth in 675 IAC 12-6-2(b).

Laborers which are on site for sub-contractors under the listed categories for any Class 2 structure are not subject to the requirements listed for a Class 1 structure. Both Type A and Type B licensure shall be equal in cost to the applicable trades, as listed in the fee schedule.

Type B test materials as proctored by the Building Department, shall be approved by the Board. Testing shall be offered at reasonable times for Type B licensure examinations.

A.8.2 Third Party Labor Providers – Any person, firm, or corporation which provides labor services for construction activities which require a permit as set forth herein, shall be required to be licensed in the category appropriate for each type of labor service provided. Employees of third party labor providers, which employees are defined as such for tax purposes, including the withholding, reporting, and payment of employment taxes by the employer, shall be exempt from maintaining individual licensing. However, any person who provides labor to a labor provider, which person is considered a sub-contractor for tax and employment purposes, including those receiving 1099 forms, those who pay quarterly income tax, and those who do not receive employee-type benefits are considered independent contractors and must adhere to the licensing requirements as set forth in this Section.

A.8.3 Volunteer Activities – The Building Department recognizes that on occasion contractors may participate in charitable activities involving construction requiring permits and that such activities may involve volunteer labor to complete a project. Any person, firm, or corporation which desires to engage in any such project must be licensed as set forth in this Section and, additionally, must obtain Building Department approval of a volunteer application before any permit may be issued. Approval of any such application shall be at the discretion of the Building Commissioner. Volunteer applications may be submitted simultaneously with project permit applications.

A.9 Contractor Registration – Any person, firm, or corporation who contracts and/or engages in the following activities as a contractor or sub-contractor to a general contractor, building contractor, residential contractor, or home improvement contractor shall be required to be registered with the Department in order to engage in such activities:

- A.9.a Architectural Sheet Metal
- A.9.b Miscellaneous Work – tower building, swimming pool
- A.9.c Residential Manufactured Housing Contractor
- A.9.d Exterior Insulation Finishing System (EFIS)
- A.9.e Acoustical Ceiling Contractors (ACT)
- A.9.f Tilt Up Construction
- A.9.g Non-Sanitary Fire Sprinkler

Regional/National Account Contractors Registration (RNAC)

The purpose of this registration is to provide accommodation to regional or national businesses that desire to have a contractor perform their construction work at various sites around the country. The Building Commissioner may grant a single project registration to general contractors who travel for regional or national account work in lieu of taking the required contractor's test. This registration only applies to projects for which the brand business hires the contractor directly and will not apply to developer-hired contractors or prime subcontractors. Documentation required for consideration of an RNAC registration shall include:

1. Completed application form
2. Company resume and resume of project manager and superintendent for project
3. List of planned sub-contractors for project
4. Letter from client on client letterhead verifying other projects constructed for them including locations and contact information

SECTION B Electrical License

B.1.a Electrical Contractors License

Any person, firm, or corporation who engages in electrical contracting including the securing of permits for installation, alterations, and repair of any electrical wiring devices, appliances, or equipment shall be required to obtain a license from the Building Department in order to engage in such activities, except as provided in D.2.a. Any licensee under this classification must be either the holder of an Electrical Supervisors License, as defined in Section B.1.b, or have in his or her employ one that holds an Electrical Supervisors License as defined in B.1.b. The designated Electrical Supervisors Licensee shall be employed full-time by the electrical contractor, and said employment shall be his or her principal employment. The designated Electrical Supervisors Licensee shall be available at all times for consultations with the Allen County electrical inspectors.

B.1.b Electrical Supervisors License

An individual who supervises the work and is responsible for installing, maintaining, altering, or repairing electrical wiring, electrical devices, electrical appliances, and electrical equipment while in the employ of an Electrical Contractors Licensee shall be required to obtain a license from the Building Department in order to engage in such activities. Any individual seeking such license must have worked for a period of at least four (4) years and 7,000 hours total for a B.1.b contractor as a Journeyman in the same line of work for which he is seeking a license. This license includes all activities permitted in B.1.c. and B.1.d.

An individual who holds an Electrical Supervisors License shall be considered a master electrician and may qualify an entity in order for the entity to be considered an Electrical Contractor.

B.1.c Electrical Journeymans License

Any individual who installs, maintains, alters, or repairs residential and/or commercial electrical work under the supervision of an Electrical Supervisors Licensee shall be required to obtain an Electrical Journeymans License from the Building Department in order to engage in such activities. Any individual who makes application for a Journeymans License must have worked for a period of four (4) years and 7,000 hours, as an Electrical Apprentice as defined in Section B.1.d below.

Approved, documented apprentice program schooling may count for 1,000 hours of O.J.T. on-the-job training time. This will allow Apprentices who have satisfactorily completed at least two (2) years of schooling to take the Journeymans test with three (3) years and 6,000 hours of experience if the application is otherwise approved by the Building Department. Refer to the Building Department for approved apprentice programs.

B.1.d Electrical Apprentice Registration

No license is required from the Building Department for an individual employed and working as an Electrical Apprentice. However, such Apprentice is prohibited from undertaking any electrical systems work without the direct supervision of either an Electrical Supervisors Licensee or an Electrical Journeyman Licensee who is present on the job. Each Apprentice must be registered with the Building Department.

SECTION C Sign License

C.1 Category “A” Sign Contractors License

Any person, firm, or corporation who contracts and/or engages in the erection, placing, repairing, enlarging, or moving on or off premises, of exterior signs or displays used for advertising, promotion or public notice purposes shall be required to obtain a license to engage in such activities. This category shall include, but not be limited to permanent, mobile trailer, electric and non-electric signs, and effecting electric hookup to existing service outside of any building. This license permits, in addition to the above activities, those listed in C.2 and C.3 below. Any person making application for a Category “A” Sign Contractors License must have worked for a period of four (4) years and 7,000 hours in the construction and installation of signs with a Category “A” Sign Contractors Licensee, or have in his employment a full-time employee with four (4) years and 7,000 hours of experience in the construction and installation of signs with a Category “A” Sign Contractors Licensee.

C.2 Category “B” Sign Contractor License

Any person, firm, or corporation who contracts and/or engages in the erection or maintenance of non-electric, on or off premises, exterior signs of not more than 128 square feet and not overhanging public property, shall be required to obtain a license to engage in such activities. This license permits in addition to the above activities those activities listed in Category C.3 below. Any person making application for a Category “B” Sign Contractors License shall have three (3) years and 5,250 hours of experience in the construction and installation of signs with a Category “B” Sign Contractor Licensee, or have in his employment a full-time employee with three (3) years and 5,250 hours of experience in the construction and installation of signs with a Category “B” Sign Contractor Licensee.

C.3 Category “C” Sign Contractor License

Any person, firm, or corporation who contracts and/or engages in the exterior display of mobile trailer signs, or projection screens for advertising purposes shall be required to obtain a license to engage in such activities. Any person making application for a Category “C” Sign Contractors License must satisfy the Building Commissioner that the display which the applicant will be placing, installing, or showing will meet all wind-load requirements of local, state, and national regulations and that if the display contains lighting or electrical devices, said devices will conform to local and national electrical codes.

No sign license issued under this ordinance shall be transferable unless the transferee shall meet all the requirements of this ordinance. If the transferee is a corporation, said corporation shall furnish to the Building Commissioner an affidavit that its principal stockholder, operation or plant manager, or superintendent meets all the requirements of this ordinance. Installation or erection of architectural letters or numerals is exempt from above categories.

C.4 Any person, firm, or corporation holding an active General or Building Contractors License is exempt from categories A, B, and C above when constructing, erecting, or installing building mounted identification signs or a freestanding building identification sign (building identification signage is defined as the principal name and/or address of the building) with letters or numerals of materials which are normally part of the bid documents as issued by an architectural/engineering firm for any new project.

SECTION D Plumbing Licensing and Registration

D.2.a Sanitary Plumbing Registration, including Solar

Any person, who is licensed by the Indiana Plumbing Commission as a plumbing contractor in accordance with Public Law 188 of the Indiana Acts of 1972 as Amended, and who performs any work under said plumbing license shall be required to register with the Building Department in order to engage in such activities. Any registrant herein shall be permitted to install power and control wiring as may be required for satisfactory performance of installed fossil fueled heat systems and domestic water heaters as set forth in paragraph D.2.a.1.

Any firm or corporation engaged in plumbing contracting (“Sanitary Plumbing Contractor”) as defined in this Section, shall have in its employ a Sanitary Plumbing Registrant. The designated Sanitary Plumbing Registrant shall be employed full-time by the Sanitary Plumbing Contractor, and said employment shall be his or her principal employment. The designated Sanitary Plumbing Registrant shall be available at all times for consultations with the Allen County Plumbing Inspectors.

D2a1 Anyone who is licensed under D.2.a shall be permitted to make electrical connections and install control wiring as may be required for satisfactory performance of either new installations or replacements of fossil fueled heating systems, heat pumps, or domestic water heaters. Such work is restricted as follows:

1. For control wiring there is no restriction unless code requires it to be installed in metal raceway. In these cases, raceway shall be installed by electrical contractor.
2. Circuit wiring may be completed from a disconnect located and rated to comply with applicable code. For new installation, circuit, and disconnect will have been installed by electrical contractor. For replacement, connection may be made to existing circuit and disconnect provided rating of circuit conductors and disconnect are not exceeded and location complies with applicable code.
3. Licensee is not permitted to install (1) service equipment, (2) branch circuit, (3) over current devices, or (4) resistance electric heat.

SECTION E Non-Sanitary Piping Contractors License, including Solar

E.1.a Any person, firm, or corporation who contracts and/or engages in the installation, maintenance, alteration, or repair of piping systems not specifically covered by the Sanitary Plumbing Code of the State of Indiana, excluding fuel and refrigerant lines for heating and air conditioning, shall be required to obtain a license from the Building Department in order to engage in such activities. Any licensee under this classification must be either the holder of a Non-Sanitary Piping Supervisors License as defined in Section E.1.b., or have in his employ one that holds a Non-Sanitary Piping Supervisors License as defined in Section E.1.b. The designated Non-Sanitary Piping Supervisors Licensee shall be employed full-time by the Non-Sanitary Piping Contractor, and said employment shall be his or her principal employment. The designated Non-Sanitary Piping Supervisors Licensee shall be available at all times for consultations with the Allen County Non-Sanitary Piping Inspectors.

An examination shall be required of any license applicant in the following special categories (a) thru (k) as defined below. The areas covered by non-sanitary licensing includes, but is not limited to, the following special categories (j) and (k).

- (a) Storm drainage
- (b) Underground tanks for fuel
- (c) Above/ground tanks for fuel
- (d) Compressed air systems
- (e) Temperature controls
- (f) Lawn sprinkler system*
- (g) Fire Sprinkler system
- (h) Hydraulic systems
- (i) Gas piping systems
- (j) Refrigerant systems that is capable of maintaining a constant temperature below 60° Fahrenheit in the structure
- (k) Low pressure hot water and steam heating boilers, high pressure steam boiler, and other heating equipment including solar
- (l) Solar

*Registration can be obtained in lieu of license. Approval for registration will be based upon experience and project background at the discretion of the Building Commissioner or his or her designee. A resume and project history along with references must be submitted along with registration application paperwork.

E.1.b Non-Sanitary Piping Supervisors License

Any individual, who supervises the work of installing, maintaining, altering, or repairing non-sanitary piping appurtenances and accessories while in the employ of a Non-Sanitary Piping Contractor Licensee shall be required to obtain a license from the Building Department. Any individual seeking such a license must have worked for a period of at least four (4) years and 7,000 hours for an E.1.a contractor as a Journeyman in the same line of work for which he or she is seeking a license. This license includes all activities permitted in E.1.c and d.

E.1.c Non-Sanitary Piping Journeymans License

Every individual who installs, maintains, alters, or repairs equipment under the supervision of a Non-Sanitary Piping Supervisor Licensee shall be required to obtain a license from the Building Department. Any individual who makes application for a Journeymans License must have worked for a period of four (4) years and 7,000 hours as a Non-Sanitary Piping Apprentice as defined in Section E.1.d below.

Approved, documented apprentice program schooling may count for 1,000 hours of O.J.T. on-the-job training time. This will allow Apprentices who have satisfactorily completed at least two (2) years of schooling to take the Journeymans test with three (3) years and 6,000 hours of experience if the application is otherwise approved by the Building Department. Refer to Building Department for approved apprentice programs.

E.1.d Non-Sanitary Piping Apprentice Registration

No license is required from the Building Department for an individual employed and working as a Non-Sanitary Piping Apprentice. However, such Apprentice is prohibited from undertaking any work without the direct supervision of either a Non-Sanitary Piping Supervisor Licensee or a Non-Sanitary Piping Journeyman Licensee who is present on the job. Each Apprentice must be registered with the Building Department.

E.2 Any person holding an Allen County Heating, Air Conditioning, Refrigerant, and Duct System License prior to 1982 will not be required to obtain a Non-Sanitary Piping License for the following special categories: (j) and (k) as defined above in E.1.a.

E.3 Any person holding a Non-Sanitary Piping License prior to May 1, 1988 shall not be required to take an examination for the categories in E.1.a above.

E.4 Any person, firm, or corporation installing hazardous material piping and tanks must be certified by the Office of the State Fire Marshall.

E.5 Licensee shall be subject to the following rules:

a Licensee is not permitted to install service equipment, branch circuit, over current devices, nor resistance electric heat.

b SOLAR AND HOT WATER STEAM SYSTEMS ONLY

b1 The installation, alteration, and repair of Solar heating systems (including steam) for residential, commercial, industrial, and manufacturing purpose operating at any pressure-temperature range. These installations may include the installations of various types of solar collectors (flat plate, high efficiency, and concentrating collectors), heat storage systems, heat exchangers, fluid pumps, piping, fittings, valves, thermal insulation, and accessories including all solar back up and auxiliary heating systems.

b2 The installation, alteration, and repair of water lines from source of supply to the solar system.

b3 The installation, alteration, or repair of solar process and solar specialty piping and related equipment such as heat exchangers, purifiers, pumps, prefabricated, tanks, and non-fired pressure vessels. Solar liquid systems to include thermosyphon, direct (open loop), and indirect (close loop), but excludes air as a transfer unit.

b4 The installation of collectors, storage and expansion tanks, heat exchangers, piping, valves, pumps, sensors, and low voltage controls which connect to existing piping and electrical stub-outs at the water tank location.

- b5 The installation of solar heating systems for single-family swimming pools which tie into and operate from the conventional pool system but excludes all non-solar piping, electrical, and mechanical systems and components.
 - b6 The installation of back-up and auxiliary heating systems only when such systems are included in the original solar installation contract and when such systems are an integral part of the solar collector or storage equipment.
- E.6 New fuel system, except parts thereof controlled and maintained by a public utility, shall conform to the requirements of this chapter and shall not be made operative until first approved by the Building Commissioner.

SECTION F Heating, Ventilating, Air Conditioning, and Duct System Contractors License

F.1.a Heating, Ventilating, Air Conditioning, and Duct Systems Contractors License

Any person, firm, or corporation who contracts for the installation of heating, ventilating, air conditioning, and duct systems, in any structure, shall be required to obtain a license from the Building Department. Any licensee under this classification must be either the holder of a Heating, Ventilating, Air Conditioning, and Duct System Supervisors License, as defined in Section F.1.b below, or have in his or her employ one that holds a Heating, Ventilating, Air Conditioning, and Duct System Supervisors License as defined in F.1.b. The designated Heating, Ventilating, Air Conditioning, and Duct System Supervisors Licensee shall be employed full time by the Heating, Ventilating, Air Conditioning, and Duct System Contractor, and said employment shall be his or her full time employment. The designated Heating, Ventilating, Air Conditioning, and Duct System Supervisor Licensee shall be available at all times for consultations with the Allen County Heating, Ventilating, Air Conditioning, and Duct Systems Inspectors. Said supervisors must be qualified within a specific licensed category.

F.1.b Heating, Ventilating, Air Conditioning, and Duct Systems Supervisors License

Any individual who supervises the work of installing, maintaining, altering, or repairing heating, ventilating, air conditioning, and duct systems equipment, appurtenances, and accessories while in the employ of a Heating, Ventilating, Air Conditioning, and Duct Systems Contractor, shall be required to obtain a license from the Building Department. Any individual seeking such license must have worked for a period of at least four (4) years and 7,000 hours for an F.1.a contractor as a Journeyman in the same line of work for which he or she is seeking a license. This license includes all activities permitted in F.1.c and F.1.d.

Air Conditioning A –

Heating, ventilating, air conditioning, and duct systems, together with refrigerant and fuel lines required, without regard to any BTU limitations. See Restrictions.

Air Conditioning B –

Heating, ventilating, air conditioning, and duct systems having a heating capacity of 500,000 BTU or less, and a cooling capacity of twenty five (25) tons or less, including fuel and refrigerant lines required (including electric, gas, or oil fired furnaces). See Restrictions.

Sheet Metal –

Heating, ventilating, air conditioning, and duct systems to manufacture, assemble, cast, cut, shape, forge, fabricate, weld, repair, recondition, adjust, and install sheet rolled metal of any kind or combination and all other air-conveyor systems and air handling systems, regardless of materials used, including all equipment and all reinforcements in connection therewith. See Restrictions.

RESTRICTIONS – Applicable to Categories A, B, & C

1. All hydronics (steam and hot water boilers, steam and hot water piping) including duct heaters, regardless of BTU's must be done by licensed non-sanitary piping contractor.
2. All refrigerant system's that are capable of maintaining below a constant temperature below 60°F, including water chillers, secondary refrigerant piping, and cooling coils must be done by a Non-Sanitary Piping Contractors Licensee.

F.1.c Heating, Ventilating, Air Conditioning, and Duct Systems Journeymans License

Every individual who installs, maintains, alters, or repairs heating, ventilating, air conditioning, and duct systems equipment under the supervision of a Heating, Ventilating, Air Conditioning, and Duct Systems Supervisors Licensee shall be required to obtain a license from the Building Department. Any individual who makes application for a Journeymans License must have worked for a period of four (4) years and 7,000 hours as a Heating, Ventilating, Air Conditioning, and Duct Systems Apprentice as defined in Section F.1.d below.

Approved, documented apprentice program schooling may count for 1,000 hours of O.J.T. on-the-job training time. This will allow Apprentices who have satisfactorily completed at least two (2) years of schooling to take the Journeymans test with three (3) years and 6,000 hours of experience if the application is otherwise approved by the Building Department. Refer to the Building Department for approved apprentice programs.

A Journeymans License will be issued for one of the following categories:

Mechanical Journeyman/Air Conditioning Journeyman –

Those who are qualified to install, maintain, repair, fabricate, alter, or extend; central air conditioning, heating and ventilating, including ductwork and all appurtenances, apparatus, ducts, and insulation used in connection therewith while employed or supervised by a heating, ventilating, and air conditioning contractor.

Sheet Metal Journeyman –

Those who are qualified to fabricate, install, repair, alter, or extend sheet metal work while employed or supervised by a sheet metal contractor.

F.1.d Heating, Ventilating, Air Conditioning, and Duct Systems Apprentice Registration

No license is required from the Building Department for an individual employed and working as a Heating, Ventilating, Air Conditioning, and Duct Systems Apprentice. However, such Apprentice is prohibited from undertaking any work without the direct supervision of either a Supervisors Licensee or a Journeymans Licensee who is present on the job. Each Apprentice must be registered with the Building Department.

EXAMS AVAILABLE FOR SECTION F

1. Air Conditioning “A” (Supervisor – HVAC Contractor)
2. Air Conditioning “B” (Supervisor – HVAC Contractor with limitations)
3. Sheet Metal (Supervisor – Sheet Metal Contractor)
4. Mechanical Journeyman/Air Conditioning Journeyman (Journeyman “A” HVAC related)
5. Sheet Metal Journeyman (Journeyman “B” Sheet Metal related)

SECTION G Entity Qualification

G.1 Any license or registration holder pursuant to this Chapter may qualify only one entity per license, absent documentation of ownership of additional entities on file with the Allen County Building Department, in which case, the license or registration holder may qualify all entities in which the holder has ownership. Any such entities which a license or registration holder seeks to qualify must be dissimilar in purpose and in services provided.

G.2 If the designated Licensee/Registrant leaves the employ of the Contractor for any reason, Contractor may be permitted (by special permission of Building Commissioner) to complete work where permits have been obtained and work started. No further permits may be issued until a Licensee/Registrant has been designated by the Contractor.

SECTION H Reciprocity

- H.1 Licensing reciprocity shall be granted subject to the reciprocity guidelines applicable to the individual trades, as listed below:
 - a) Contractor Licensing
 - b) Regional/National Account Contractor Registration
 - c) Electrical Licensing
 - d) Sign Contractor Licensing
 - e) Non-Sanitary Piping Licensing
 - f) Heating, Ventilating, Air Conditioning, and Duct System Licensing

- H.2 In the discretion of the Building Commissioner, reciprocity may be granted to individual applicants who do not meet the above guidelines, but who otherwise possess the necessary credentials to perform the duties of the trade for which the applicant desires reciprocity of his or her licensure.

CHAPTER 2
EXAMINATIONS

A.1 Examinations shall be required in order for applicants to obtain a license. Examinations shall be standard in form and shall be prepared and/or administered by the Building Commissioner, or other approved testing facility, or other individuals as designated by the Commissioner.

A.1.a Examination Results

The Commissioner shall use the results of the examination as a factor in determining eligibility requirement for licensing.

A.1.b Examination Approval

If a license applicant has been rejected by virtue of the applicant’s examination results, the applicant must appeal such results to the vendor providing and administering the exam.

A.1.c Examination Fee

The Building Commissioner, with Board approval, shall prescribe a reasonable examination fee to be paid by the license applicant, said fee to defray the cost of examination administration. This fee may be changed from time to time as the Commissioner deems proper in order to defray the expenses of said examinations.

A.2 Expiration and Renewal of Licenses or Registrations

All licenses or registrations, together with the renewal thereof, shall expire on the 31st day of December of each year. Thereafter, every licensee or registrant shall have the right, without further examination, to obtain a license of the same classification each calendar year after the issuance of said license or registration, upon the payment to the Building Department of the prescribed annual license or registration fee. Whenever any license or registration issued under the provisions of the code administered by this Building Department (in compliance with these Rules and Regulations) has expired for a period of twelve (12) calendar months or more, and such lapse occurred under the currently adopted code edition respective to the licensee's or registrant's trade, the licensee or registrant may: (i) renew his/her license through payment of any outstanding annual license or registration fees or (ii) apply for a new license and retest for the same. However, if any such license or registration has expired for a period of twelve (12) calendar months or more and the code respective to the licensee's or registrant's trade was amended during such lapse, the licensee must apply for a new license and retest for the same.

CHAPTER 3 **SUSPENSION AND REVOCATION**

SECTION A

If any person obtains a license/registration, or any renewal thereof, by fraud, falsehood, misrepresentation, or deceit in preparing or filing an application or examination herein required, or as to his or her qualifications as such licensee/registrant; or if the Building Commissioner or a representative of the Building Department prefers charges in writing against a licensee/registrant, said charges relating to incompetence, code violations, unethical conduct, fraud, or deceit in the performance of any function of the respective trade by such licensee/registrant, then the Board shall fix a time, date, and place for hearing such matter. At least thirty (30) days prior thereto, the Board shall serve a written copy of any such charges and notice of the time and place of the hearing thereon upon the licensee/registrant, either personally or by registered mail (return receipt requested), addressed to the licensee's/registrant's last and usual place of business or residence as shown by said application for a license/registration or request for a renewal of license/registration. The thirty (30) or more days shall run from the date such notice is so served or mailed as shown by the postmark thereon. The Board may cause an investigation of the facts to be made in such matters and may appoint investigators to conduct the investigation as it sees fit.

SECTION B

Licensee/Registrant may appear personally and/or by counsel and may cross-examine witnesses against him or her and produce evidence on his or her own behalf. Any complainant shall have the same right. The Board may cause or allow any relevant evidence to be introduced, and a majority of the Board shall decide whether such license/registration should be either suspended or revoked, or they may find for the licensee/registrant. The Board shall enter such order in accordance with its findings, which order shall not become effective until ten (10) days after notice and a copy thereof has been served upon the licensee/registrant in the same manner required as aforesaid for notice of hearing.

- a. The Board may suspend a license/registration for up to one year, and reinstatement shall not require re- examination.
- b. The Board may revoke a license/registration for a specified period of time. The licensee/registrant must petition the Board for reinstatement at the conclusion of the revocation period and, if approved, the Board shall determine if re-examination is required.
- c. The Board may revoke a license/registration permanently.

SECTION C

If the Building Commissioner determines that an emergency exists which requires immediate action to protect the public health or safety, he or she may without notice or hearing issue an order suspending or revoking the license/registration of the licensee/registrant for charges related to incompetence, code violations, unethical conduct, fraud, or deceit in the performance of any function of the respective trade by such licensee/registrant by serving the order personally, or by mailing such order by United States Mail, that said license/registration is suspended or revoked. Said order by the Building Commissioner shall outline in writing what the Building Commissioner perceives to be of such great emergency or what actions by the licensee/registrant will or are causing the public to be harmed that the normal procedure cannot be followed. The license/registration suspension or revocation shall commence from the date and time such order is so served upon the licensee/registrant.

- (a) Any such licensee shall give up his or her license/registration immediately and shall comply therewith immediately with the suspension or revocation as ordered by the Building Commissioner, but upon petition and written request to the Building Department, which must be made within thirty (30) days of the receipt of the date of the Building Commissioner’s Order, shall be afforded a hearing within thirty (30) days of such request before the Building Department Board.
- (b) After such hearing, depending upon its finding as to whether the provisions of this ordinance and of the rules and regulations adopted pursuant thereto have been complied with or violated, the Building Department Board shall continue such order in effect, or modify it, or revoke it.

CHAPTER 4

FEES

Prior to the issuance of any license, registration, or permit, the fee imposed hereinafter in these Rules and Regulations shall be paid in cash at the office of the Allen County, Indiana Building Department.

SECTION A Permit Requirements

No work shall be performed by any person or company wherein the Building Department requires a permit for the construction, maintenance, alteration, demolition (burning, or otherwise removal), or repair of any structure without said person or company first having

obtained a permit from the Building Department for the performance of said work and the payment of the permit fees as hereinafter required. Permits may not be transferred from one permit holder to any other person or company.

Permits covering the work to be performed are to be issued only to licensed or registered permit applicants. However, a person who owns and occupies, or who desires to construct on his/her property, a single or two-family residence or an outbuilding, may obtain a permit to personally perform the work. In such event, a self-permit shall be issued for work to be performed on property located in incorporated areas, to an applicant upon a showing that: (i) the applicant is the owner and resident; (ii) sub-contractors are not being hired to perform the work; and (iii) the property is not a commercial property (such as a rental). All self-permits shall be subject to the fee schedule and inspection requirements detailed herein.

It shall be the duty of any license or registration holder who secures any permit, to ensure that any and all work which may be sub-contracted under said permit be sub-contracted to an active Allen County license or registration holder pursuant to Chapter 1 of the Rules and Regulations. Violation of this provision may result in revocation of the principal contractor’s license/registration, as well as the imposition of penalties.

All required permits, as detailed here-in, shall be posted at the permit location in a manner which renders the permit visible from the nearest roadway providing access to the permit location. A penalty in the amount of \$50.00 may be imposed for each day of non-compliance.

SECTION B Licensing and Registration Fees

<u>A.1 Structural License and Registration Fee</u>	<u>Annual License Fee</u>
A.1.a General Contractors	\$ 90.00
A.1.b General Contractors Superintendent	\$ 25.00
A.1.c Building Contractors	\$ 90.00
A.1.d Building Contractors Superintendent	\$ 25.00
A.1.e Residential Contractors	\$ 60.00
A.1.f Residential Contractors Superintendent	\$ 25.00
A.1.g Home Improvement Contractors	\$ 60.00
A.1.h Subsidiary Contractors	\$ 60.00
A.1.i Residential Manufactured Housing Contractors	\$ 60.00
A.1.j Regional/National Account Registration	\$250.00
A.1.k Regional/National Contractors Superintendent	\$ 25.00
<u>A.2 Miscellaneous</u>	
A.2.a Rules and Regulations Book	\$ 5.00
A.2.b Ordinance Book	\$ 5.00
A.2.c Copy of license or registration	\$ 5.00
A.2.d Replacement of annual license sticker	\$ 1.00

B.1 Prime Trade/Mechanical License and Registration Fee

B.1.a	Electrical	
B.1.a.1	Contractors (All Categories)	\$ 90.00
B.1.a.2	Supervisors (All Categories)	\$ 25.00
B.1.a.3	Journeymans (All Categories)	\$ 15.00
B.1.a.4	Apprentice Registration	\$ 10.00
B.1.b.	Plumbing	
B.1.b.1	Sanitary Plumbing Registration Including Solar	\$ 25.00
B.1.c	Non Sanitary Piping	
B.1.c.1	Contractors (All Categories)	\$ 60.00
B.1.c.2	Supervisors (All Categories)	\$ 25.00
B.1.c.3	Journeymans (All Categories)	\$ 15.00
B.1.c.4	Apprentice Registration	\$ 10.00
B.1.d	Heating, Ventilation, Air Conditioning, and Duct Systems	
B.1.d.1	Contractors (All Categories)	\$ 90.00
B.1.d.2	Supervisors (All Categories)	\$ 25.00
B.1.d.3	Journeymans (All Categories)	\$ 15.00
B.1.d.4	Apprentice Registration	\$ 10.00
B.1.e	Signs	
B.1.e.1	Sign Contractors License (All Categories)	\$ 90.00

B.2 Miscellaneous

B.2.a	Rules and Regulations Book	\$ 5.00
B.2.b	Ordinance Book	\$ 5.00
B.2.c	Copy of license or registration	\$ 5.00
B.2.d	Replacement of annual license sticker	\$ 1.00
B.2.e	Regional/National Account Registration (Sign Contractors)	\$250.00
B.2.f	Regional/National Account Superintendent (Sign Contractors)	\$ 25.00

SECTION C Permit Fees

C.1 Commercial Construction – New

C.1.a	Structural New and Additions
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C.1.a.1	New and additions –\$.02 per sq. ft. of gross floor area for each floor	Minimum	\$ 60.00
	If phasing is required for a project, the following premiums will be applied to any additional permits for each phase:		
	Structural		\$320.00
	Fee based on anticipated number of inspections		
C.1.a.2	Foundation permits \$60.00, of which \$25.00 credit will be given for the building permit only if permit meets minimum fee after credit has been given. No partial credit will be given	Minimum	\$ 60.00
C.1.a.3	Cold Storage/U-Store – \$.75 per sq. ft.	Minimum	\$ 60.00
C.1.a.4	Parking Garage – \$.75 per sq. ft.	Minimum	\$ 60.00
C.1.a.5	Communication Towers/Antennas including equipment building	Minimum	\$ 60.00
C.1.a.6	Dust Collection System – \$.02 per sq. ft. of gross floor area for each floor	Minimum	\$ 60.00
C.1.a.7	Silo	Minimum	\$ 60.00
C.1.a.8	Commercial Job Site Office Trailer		\$ 60.00
C.1.a.9	Swimming pools	Minimum	\$ 60.00
C.1.a.10	Kiosk/Gazebo	Minimum	\$ 60.00
C.1.a.11	Re-inspection fee (including a lock-out trip)		\$ 40.00
C.1.b	Electrical		
C.1.b.1	New construction and additions – \$1.25 per sq. ft. of Gross floor area	Minimum	\$ 60.00
	If phasing is required for a project, the following premiums will be applied to any additional permits for each phase:		
	Electrical		\$120.00
	Fee based on anticipated number of inspections		

C.1.b.2	Cold Storage, U-Stores, and Parking Garages \$.75 per sq. ft. of gross floor area	Minimum	\$ 60.00
C.1.b.3	Temporary Service		\$ 40.00
C.1.b.4	Electrical to in ground swimming pool		\$ 60.00
C.1.b.5	Re-inspection fee (including a lock-out trip)		\$ 40.00
C.1.b.6	No hard copy of permit posted		\$ 50.00

C.1.c Heating, Ventilation, Air Conditioning, Duct Systems Permits

C.1.c.1	New construction and additions – \$1.25 per sq. ft. of gross floor area	Minimum	\$ 60.00
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If phasing is required for a project, the following premiums will be applied to any additional permits for each phase:

HVAC	\$120.00
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Fee based on anticipated number of inspections

C.1.c.2	Cold Storage, U-Stores, and Parking Garages (\$.75) cents per sq. ft. of gross floor area	Minimum	\$ 60.00
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C.1.c.3	Gas line only		\$ 40.00
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C.1.c.4	Re-inspection fee (including a lock-out trip)		\$ 40.00
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C.1.d Plumbing Permits, Including Solar

C.1.d.1	Sanitary plumbing – minimum permit fee (all plumbing permits must meet the minimum fee)		\$ 40.00
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If phasing is required for a project, the following premiums will be applied to any additional permits for each phase:

Plumbing	\$120.00
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Fee based on anticipated number of inspections

C.1.d.2	Underground piping	Per inspection	\$ 40.00
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C.1.d.3	Trapped or vented fixtures		\$ 10.00ea
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C.1.d.4	Water heater – new structure or addition of new water heater	\$ 10.00ea
C.1.d.5	Water services	\$ 10.00ea
C.1.d.6	Roof sumps (storm drainage)	\$ 5.00ea
C.1.d.7	Water softener with piping	\$ 20.00ea
C.1.d.8	Gas line only	\$ 40.00
C.1.d.9	Re-inspection fee (including a lock-out trip)	\$ 40.00
C.1.e	Non-Sanitary Piping Permit	
C.1.e.1	Piping, solar, fire sprinklers, lawn sprinklers and refrigerant	
	A. Contract or estimate up to \$2,000.00	\$ 40.00
	B. For each additional \$1,000.00 or fraction thereof	\$ 4.00
	If phasing is required for a project, the following premiums will be applied to any additional permits for each phase:	
	Non-Sanitary	\$120.00
	Fee based on anticipated number of inspections	
C.1.e.2	Gas line only	\$ 40.00
C.1.e.3	Tanks – 1 st tank	\$ 40.00
	For each additional tank	\$ 40.00ea
C.1.e.4	In ground swimming pool piping	\$ 40.00
C.1.e.5	In ground swimming pool piping with pool heater	\$ 60.00
C.1.e.6	Re-inspection fee (including a lock-out trip)	\$ 40.00
C.1.f	Sign Permit	
C.1.f.1	An applicant must satisfy the Building Commissioner that the displays, which the applicant will be installing, meet the wind load requirements of local and state regulations and that if the display contains electrical devices, the display meets national electrical codes. (Signs on the same elevation may be added together)	
C.1.f.2	Non-illuminated, temporary, and outdoor advertising	\$ 60.00

C.1.f.3	Electric signs – all installations and mobile signs:		
	A. Mobile signs		\$ 60.00
	B. Electric signs		\$ 60.00
C.1.f.4	Re-inspection fee (including a lock-out trip)		\$ 40.00

C.2 Commercial Construction – Existing

C.2.a Remodel, Repair, Alteration

C.2.a.1	Interior finish and/or tenant finish on commercial construction require a permit to finish each individual space. Fee based on \$4.00 per \$1,000.00 of contract price or \$.03 per sq. ft., whichever is less	Minimum	\$ 60.00
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If phasing is required for a project, the following premiums will be applied to any additional permits for each phase:

Structural	\$240.00
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Fee based on anticipated number of inspections

C.2.a.2	Commercial Interior Demolition	Minimum	\$ 60.00
C.2.a.3	Repair and maintenance of decks and ramps for parking Garages - \$.15 per sq. ft.	Minimum	\$ 60.00
C.2.a.4	Commercial pit for paint booth. Fee based on \$4.00 per \$1,000.00 of contract price	Minimum	\$ 60.00
C.2.a.5	Roofing and Siding \$.50 cents per 100 sq. ft. of gross surface area.	Minimum	\$ 60.00
C.2.a.6	Commercial Job Site Office Trailer		\$ 60.00
C.2.a.7	Re-inspection fee (including a lock-out trip)		\$ 40.00

C.2.b Electrical

C.2.b.1	Commercial remodels, alterations, tenant finish, or renovations including, but not limited to, parking lots, recreation areas, service upgrade or service, and electrical sign. Fee based on dollar value of job, including labor, material, and other cost associated with the installation		
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- A. Contract or estimate cost of \$2,000.00 or less \$ 40.00
- B. Each additional \$1,000.00 or fraction thereof \$ 4.00

If phasing is required for a project, the following premiums will be applied to any additional permits for each phase:

Electrical \$ 80.00

Fee based on anticipated number of inspections

C.2.b.2 All electrical work on any *existing* pool, spa or hot tub \$ 40.00

C.2.b.3 Re-inspection fee (including a lock-out trip) \$ 40.00

C.2.c Heating, Ventilation, Air Conditioning, Duct Systems Permits

C.2.c.1 Commercial remodels, alterations, tenant finish, or renovations. Fee based on dollar value of job, including labor, material, and other cost associated with the installation.

- A. Contract or estimate cost of \$2,000.00 or less \$ 40.00
- B. Each additional \$1,000.00 or fraction thereof \$ 4.00

If phasing is required for a project, the following premiums will be applied to any additional permits for each phase:

HVAC \$ 80.00

Fee based on anticipated number of inspections

C.2.c.2 Gas line only \$ 40.00

C.2.c.3 Re-inspection fee (including a lock-out trip) \$ 40.00

C.2.d Plumbing Permits, including Solar

C.2.d.1 Sanitary plumbing – minimum permit fee (all plumbing permits must meet the minimum fee) \$ 40.00

If phasing is required for a project, the following premiums will be applied to any additional permits for each phase:

Plumbing \$ 80.00

Fee based on anticipated number of inspections

C.2.d.2 Underground piping Per inspection \$ 40.00

C.2.d.3	Trapped or vented fixtures	\$ 10.00ea
C.2.d.4	Water heater – replacement only	\$ 20.00ea
C.2.d.5	Solar panel water heater	\$ 20.00ea
C.2.d.6	Water service to existing structure	\$ 10.00ea
C.2.d.7	Roof sumps (storm drainage)	\$ 5.00ea
C.2.d.8	Water softener with piping	\$ 20.00ea
C.2.d.9	Gas line only	\$ 40.00
C.2.d.10	Re-inspection fee (including a lock-out trip)	\$ 40.00
C.2.e	Non-Sanitary Piping Permit	
C.2.e.1	Piping, solar, fire sprinklers, lawn sprinklers and refrigerant	
	A. Contract or estimate up to \$2,000.00	\$ 40.00
	B. For each additional \$1,000.00 or fraction thereof	\$ 4.00
	If phasing is required for a project, the following premiums will be applied to any additional permits for each phase:	
	Non-Sanitary	\$ 80.00
	Fee based on anticipated number of inspections	
C.2.e.2	Gas line only	\$ 40.00
C.2.e.3	Re-inspection fee (including a lock-out trip)	\$ 40.00

C.3 Demolition

C.3.a	Commercial ground floor	
	A. To and including 4,000 sq. ft.	\$ 60.00
	B. Over 4,000 and including 10,000 sq. ft.	\$100.00
	C. Over 10,000 and including 20,000 sq. ft.	\$200.00
	D. All demolitions over 20,000 sq. ft.	\$300.00
	E. Demolition of pool	\$ 40.00
C.3.a.1	Re-inspection fee (including a lock-out trip)	\$ 40.00

C.4 Temporary Use

A. Fireworks Stands (temporary occupancy-seasonal)	\$ 60.00
B. Electrical permit for fireworks stands	\$ 40.00
C. Tents (no permit required for private properties)	\$ 60.00
D. Non-profit	No Fee
E. Electrical (temp service – electrical contractor only)	\$ 40.00

C.5 Residential Construction - New

C.5.a	Structural New and Additions		
C.5.a.1	New home and attached garage \$.0225 per sq. ft.	Minimum	\$ 60.00
C.5.a.2	Additional sq. ft. \$.0225 cents for homes already under construction – framing inspection not performed yet	Minimum	\$ 15.00
C.5.a.3	Detached structures including but not limited to: garage, carport gazebo, pole barn, or storage shed \$.0225per sq. ft.	Minimum	\$ 60.00
C.5.a.4	Residential additions \$.0225 per sq. ft. Any subsidiary hired by an individual doing his own work, must obtain a permit for his portion of the work	Minimum	\$ 60.00
C.5.a.5	Foundation only		\$ 40.00
C.5.a.6	Subsidiary permit. Any subsidiary hired by an individual doing his own work, must obtain a permit for his portion of the work		\$ 40.00
C.5.a.7	Modular homes on private property. \$.0225 per sq. ft.	Minimum	\$ 60.00
C.5.a.8	Manufactured housing not in mobile home parks (double-wides on private property are modulars)		\$ 40.00
C.5.a.9	Foundation only		\$ 40.00
C.5.a.10	Building permit and foundation		\$ 60.00
C.5.a.11	In ground swimming pools, hot tubs, spas		\$ 40.00
C.5.a.12	Above ground swimming pool with land use		\$ 40.00
	Deck around above ground pool		\$ 40.00
	Both deck and above ground pool		\$ 60.00

C.5.a.13	Re-inspection fee (including a lock-out trip)		\$ 40.00
C.5.b	Electrical		
C.5.b.1	New home – \$.0225 per sq. ft. of gross floor area including deck, garage, covered porch and basement	Minimum	\$ 60.00
C.5.b.2	Duplex – 1 permit per side – \$.0225 per sq. ft. of gross floor area including deck, garage, covered porch and basement	Minimum	\$ 60.00
C.5.b.3	Additions, including detached structures – \$.0225 per sq. ft.	Minimum	\$ 60.00
C.5.b.4	Detached structures as set forth in C.5.a.3 – \$.0225 per sq. ft.	Minimum	\$ 60.00
C.5.b.5	Electrical for in ground swimming pool		\$ 60.00
C.5.b.6	Electrical for above ground pool		\$ 40.00
C.5.b.5	Re-inspection fee (including a lock-out trip)		\$ 40.00
C.5.c	Heating, Ventilation, Air Conditioning, Duct Systems Permits		
C.5.c.1	New home – \$.0225 per sq. ft. of gross floor are including deck, garage, covered porch and basement	Minimum	\$ 60.00
C.5.c.2	Duplex – 1 permit per side – \$.0225 per sq. ft. of gross floor area including deck, garage, covered porch and basement	Minimum	\$ 60.00
C.5.c.3	Additions, including detached structures – \$.0225 per sq. ft.	Minimum	\$ 60.00
C.5.c.4	Detached structures as set forth in C.5.a.3 – \$.0225 per sq. ft.	Minimum	\$ 60.00
C.5.c.5	Gas line only		\$ 40.00
C.5.c.6	Re-inspection fee (including a lock-out trip)		\$ 40.00
C.5.d	Plumbing Permits, Including Solar		
C.5.d.1	Sanitary plumbing – minimum permit fee (all plumbing permits must meet the minimum fee)		\$ 40.00

C.5.d.2	Underground piping	Per inspection	\$ 40.00
C.5.d.3	Trapped or vented fixtures		\$ 5.00
C.5.d.4	Water heater – new structure or addition of new water heater		\$ 10.00ea
C.5.d.5	Solar panel water heater		\$ 20.00ea
C.5.d.5	Water service – new structure		\$ 10.00ea
C.5.d.7	Roof sumps (storm drainage)		\$ 5.00ea
C.5.d.8	Water softener with piping		\$ 20.00ea
C.5.d.9	Gas line only		\$ 40.00
C.5.d.10	Re-inspection fee (including a lock-out trip)		\$ 40.00
C.5.e	Non-Sanitary Piping Permit		
C.5.e.1	Piping, solar, fire sprinklers, lawn sprinklers and refrigerant		
	A. Contract or estimate up to \$2,000.00		\$ 40.00
	B. For each additional \$1,000.00 or fraction thereof		\$ 4.00
C.5.e.2	Gas line only		\$ 40.00
C.5.e.3	Non-sanitary pool piping		\$ 40.00
C.5.e.4	Non-sanitary pool piping with heater		\$ 60.00
C.5.e.5	Re-inspection fee (including a lock-out trip)		\$ 40.00

C.6 Residential Construction - Existing

C.6.a Remodel, Repair, Alteration

C.6.a.1	Residential remodel, repair or alteration		\$ 60.00
C.6.a.2	Foundation repair	Per elevation	\$ 60.00
C.6.a.3	Roofing and siding \$.50 cents per100 sq. ft. of gross surface area	Minimum	\$ 40.00
C.6.a.4	Subsidiary permit. Any subsidiary hired by an individual doing his own work, must obtain a permit for his portion of the work		\$ 40.00

C.6.a.5	Re-inspection fee (including a lock-out trip)	\$ 40.00
C.6.b	Electrical	
C.6.b.1	Remodel and complete service change to existing residence, including rewiring, installation of electrical heat, wiring of solar panels or other general repairs. Fee based on dollar value of job including labor, material and other costs associated with installation	
	A. Contract or estimated cost of \$2,000.00 or less	\$ 40.00
	B. Each additional \$1,000.00 or fraction thereof	\$ 4.00
C.6.b.2	All electrical work on an existing pool, spa or hot tub	\$ 40.00
C.6.b.3	Septic hook ups or service reconnects	\$ 40.00
C.6.b.4	Re-inspection fee (including a lock-out trip)	\$ 40.00
C.6.c	Heating, Ventilation, Air Conditioning, Duct Systems Permits	
C.6.c.1	Replacement, remodel and alteration. Fee based on dollar value of job including labor, material and other costs associated with installation	
	A. Contract or estimate up to \$2,000.00	\$ 40.00
	B. For each additional \$1,000.00 or fraction thereof	\$ 4.00
C.6.c.2	Gas line only	\$ 40.00
C.6.c.3	Re-inspection fee (including a lock-out trip)	\$ 40.00
C.6.d	Plumbing Permits, Including Solar	
C.6.d.1	Sanitary plumbing – minimum permit fee (all plumbing permits must meet the minimum fee)	\$ 40.00
C.6.d.2	Underground piping	Per inspection \$ 40.00
C.6.d.3	Trapped or vented fixtures	\$ 5.00ea
C.6.d.4	Water heater – replacement only	\$ 20.00ea
C.6.d.5	Solar panel water heater	\$ 20.00ea
C.6.d.6	Water service to existing structure	\$ 10.00ea
C.6.d.7	Roof sumps (storm drainage)	\$ 5.00ea

C.6.d.8	Water softener with piping	\$ 20.00ea
C.6.d.9	Gas line only	\$ 40.00
C.6.d.10	Re-inspection fee (including a lock-out trip)	\$ 40.00
C.6.e	Non-Sanitary Piping Permit	
C.6.e.1	Piping, solar, fire sprinklers, law sprinklers and refrigerant	
	A. Contract or estimate up to \$2,000.00	\$ 40.00
	B. For each additional \$1,000.00 or fraction thereof	\$ 4.00
C.6.e.2	Gas line only	\$ 40.00
C.6.e.3	Re-inspection fee (including lock-out trip)	\$ 40.00

C.7 Demolition

C.7.a	Residential Structures	
C.7.a.1	Single family and duplex residences	\$ 60.00
C.7.a.2	Detached garage or accessory structure	\$ 60.00
C.7.a.3	Mobile home on private property	\$ 60.00
C.7.a.4	Swimming pool	\$ 60.00
C.7.a.5	Re-inspection fee (including lock-out trip)	\$ 40.00

C.8 Manufactured Homes in Mobile Home Parks

C.8.a	Building Permit Fee	\$ 60.00
C.8.a.1	Set ups include the following:	
	A. Foundations and blocking	
	B. Drains – hook-up	
	C. Water – hook-up	
	D. Skirting	
	E. Tie downs	
	F. Awnings	
	G. Tilt outs	
	H. Air conditioning units	
	I. Gas line hook-up (4’ flex)	

C.8.a.2	Electrical permit fee for hook-ups: an electrical contractor shall make all hook-ups		\$ 40.00
C.8.a.3	Gas line permit fee		\$ 40.00
	Gas lines other than 4' flex hook-up require licensed plumbing or HVAC Contractor		
C.8.a.4	If an applicant does not own the trailer and does not have an approval letter from the mobile home park, all work and permitting will need to be done by a qualified contractor		
C.8.a.5	Detached awnings/patio covers, decks (over 30" in height)		\$ 60.00
C.8.a.6	Detached structures including but not limited to: garage, carport, gazebo, pole barn, or storage shed \$.0225 per sq. ft.		
		Minimum	\$ 60.00
C.8.a.7	Roof and siding replacement		\$ 40.00
C.8.a.8	Structural repairs, remodels or alterations		\$ 60.00
C.8.a.9	Addition to structure		\$ 60.00
C.8.a.10	Re-inspection fee (including lock-out trip)		\$ 40.00

C.9 Miscellaneous

C.9.a	Permit cancellation charge. Applicable when permits are issued for a project that is then cancelled; where work had not been performed and within 90 days of permit issuance. Original permit fee, minus transfer charge will be credited to new project permit fees		
		Minimum	\$ 20.00

CHAPTER 5
INSPECTIONS

The Building Commissioner or his or her designated representatives shall inspect work in progress on all construction and at such stages of construction and from time to time as the Commissioner deems proper to fulfill the purpose of applicable codes. Provided, however, that inspections and the schedule thereof shall be uniform as to time, application and procedure, and the said schedule of inspections as promulgated by the Commissioner shall be made available to all licensees/registrants and permit holders at the Building Department office.

SECTION A – Notification of Inspection and Time of Inspection

A.1 Duty to Notify

It shall be the duty of the permit holder to notify the Building Department that the construction work in progress has reached a stage where the Building Commissioner has designated an inspection is customarily required in accordance with the schedule of inspection as promulgated by the Commissioner.

A.2 Time of Inspection

The Building Commissioner shall **attempt** to perform all inspections within twenty-four (24) hours (Saturdays, Sundays, and holidays excluded) after being served with the request for inspection.

A.3 Permit Time Limit

Permits are valid for one year unless an extension is granted by the Building Department. Construction shall commence within sixty (60) days after a permit is issued. If work stops and does not recommence within sixty (60) days/or reasonable progress is not made and does not recommence for sixty (60), the issued permit will expire unless an extension is granted by the Building Commissioner.

The permit holder shall contact the Building Commissioner at least thirty (30) days prior to the expiration of a permit, or the extension thereof, to request an extension of said permit.

A.4 Action Needed to Cancel Permits

Upon the mailing of a letter requesting cancellation of all building permits with a copy to the Allen County Building Commissioner, or upon any type of written proof of notice to the other, from either an owner to his contractor or a contractor to the owner, all permits granted to that contractor for his work to be performed by the contractor upon the owner's real estate and/or his building shall be deemed to be cancelled.

CHAPTER 6

PROCEDURES FOR ALLEN COUNTY, INDIANA **BUILDING DEPARTMENT CERTIFICATE OF OCCUPANCY**

When the residential structural permit holder desires final inspection they should first check the hard copy and be sure that the required Electrical, HVAC, & Plumbing Contractor's final inspections have been completed. The structural permit holder shall have the responsibility of building access for all final inspections.

When the commercial structural permit holder desires final inspection they should first check the hard copy and be sure that the required Electrical, HVAC, Plumbing, Non-Sanitary, & Sign Contractor's final inspections have been completed. The structural permit holder shall have the responsibility of building access for all final inspections.

The structural permit holder shall contact the appropriate Planning and Zoning Administrator to secure the appropriate releases.

The Building Department's certificate of occupancy will be available after two (2) working days from the date of final structural inspection and after all requirements have been met, including Planning and Zoning requirements. These certificates may be picked up at the office of the Building Department by the permit holder or designated representative or the Building Department will mail or fax on request.

CHAPTER 7

MANUFACTURING HOUSING IN MOBILE HOME PARKS **GOVERNING RULES**

- A. Allen County Building Department. Implementing Public Law 312 and Standard for Permanent & Manufactured Homes
- B. A.N.S.I. A2251 / NFPA 501A1
- C. Public Law 312
- D. Manufactures Installation Specifications
- E. Indiana One & Two Family Dwelling Codes

Section A **Manufactured Homes in Mobile Home Parks**

1. Each person or entity shall register with the Allen County, Indiana Building Department in order to set-up or to perform service work on any manufactured home in Allen County. The inspection/permit will allow a dealer to place a home, set-up, including block, level, anchor, and hook-up the utilities as permitted. Also included are sewer, water, and gas line. Water cannot be inspected until there is electric (and heat in winter). Dealer may place a self-contained central air conditioner unit, connect duct and hoses, and have a licensed electrician (with a permit) hook up the unit.
2. Each person or entity shall pay an annual registration fee to the Allen County, Indiana Building Department for registration.
3. A licensed contractor is required to do all electrical, mechanical, and plumbing hook-ups.
4. Tie downs for the home shall be installed at the time of set.
5. Skirting for each home shall be installed as soon as possible and will be required for a final inspection and occupancy.

Section B **Manufactured Homes on Private Lots**

1. Foundation (crawlspace, basement, or pier system): Permits shall be acquired by a qualified licensed contractor. This permit shall be taken after the set permit has been issued.
2. Manufactured housing placement permits shall be acquired and units placed by a qualified licensed contractor.
3. Electrical permits shall be issued to a licensed electrical contractor.
4. Plumbing permits shall be issued to a registered plumbing contractor.
(Drain and water connections-minimum fee).
5. Heating permits shall be issued to a licensed HVAC contractor.