



ALLEN COUNTY, INDIANA BUILDING DEPARTMENT

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Joseph Hutter , Building Commissioner

Allen County Building Department Policy To Obtain A Permit for Self-Performed Work

The Allen county Building Department Rules and Regulations (as established by the Board of Directors of the department), allow a homeowner to obtain a permit to perform his or her own work, **provided he or she is the legal owner of the property and the home is his or her primary residence.**

A person owning multiple properties cannot self perform work requiring permits on his/her properties other than the primary residence.

In order to obtain a permit to self-perform (self permit), the homeowner/resident must provide identification indicating that the address for which the permit is being requested is his/her primary residence. This identification shall be a valid Government issued picture ID, Indiana Driver's License or Indiana ID card matching the address. If county record cannot confirm that the person presenting for the permit is the legal owner of the property, the presenter must provide a copy of a **recorded** deed, sales contract, or other such document proving ownership.

In the rare case that a person owns a property and wants to perform work in preparation to moving into that property as his/her personal residence, the following shall apply:

- If the applicant is currently living in another home he/she owns, the applicant must provide documentation that the current residence is listed with a licensed real estate agent for sale.
- If the property for which the permit is being applied is the only real estate the applicant owns, but he/she lives elsewhere (with family, in an apartment, etc) the applicant will be required to provide an affidavit, stating that he/she intends to move into the property for which the permit is being applied for, as soon as it is brought to a habitable condition.
- If the applicant owns multiple properties with homes, a permit will not be issued as it is assumed that these are rental properties and not intended for personal residence. Contractors must be hired to do any work on residential property other than the applicant's primary residence.

In all cases where a self permit is issued, the applicant will be required to sign an affidavit indicating he/she will be performing all work covered by the permit personally. If the applicant plans to hire a contractor for any portion of the work, the contractor must be licensed and will be required to obtain his own permit for the portion of work they perform. The applicant also agrees to live in the house for which the permit was obtained, for at least one year after work is completed and approved by the department.