



## ALLEN COUNTY, INDIANA BUILDING DEPARTMENT

200 E. Berry Street/Suite 180 FORT WAYNE, INDIANA 46802-1299 PHONE: (260) 449-7131  
Joseph Hutter, Allen County Indiana Building Commissioner

### NEW PROJECTS INFORMATION:

**ALL NEW COMMERCIAL CONSTRUCTION** plans will need to be reviewed by the Department of Planning Services for zoning, classification and addressing. New construction also includes any additional square footage being added to a structure. An ILP or SITE permit will be issued by the Department of Planning Services after the routing process is complete. Contact Department of Planning Services at 260-449-7607 for more information. Building permits will not be issued until the ILP/SITE permit has been issued.

**ALL COMMERCIAL REMODEL** permits will go through a routing process to be reviewed by other departments, similar to the SITE routing listed above for new commercial construction. Once all required information has been submitted to the ACBD correctly, the routing process typically takes 3-5 business days. Building permits will not be issued until the routing process is complete. After the final structural inspection has been completed, all reviewing departments must release prior to the COO being issued.

**ALL COMMERCIAL NEW CONSTRUCTION AND REMODELS** will be reviewed and it may be determined that the project will first need to have a Construction Design Release issued by IDHS Building Plan Review. Design Professionals such as an Architect or an Engineer can determine this ahead of time. Questions regarding whether a plan needs to be submitted to IDHS can be found at <https://www.in.gov/dhs/3680.htm>.

Once an application is submitted to the State and a Construction Design Release number is issued, the ACBD *may* issue permit(s) as “Subject to State” to allow project(s) to get started. However, before the Final Structural Inspection(s) will be completed, the Construction Design Release must be completed and issued by IDHS Building Plan Review. \*\*Please refer to 675 IAC 12-6-1 regarding design releases and also the IDHS state website [planreview@dhs.in.gov](mailto:planreview@dhs.in.gov) \*\* all information on the Construction Design Release must match the permit(s) issued by ACBD before the COO will be issued which would include the project name and address.

**ALL NEW COMMERCIAL CONSTRUCTION** must be released through all the routing departments in order for the Certificate of Compliance (COC) to be issued. Certificate of Occupancy (COO) will not be issued without the COC being issued. (COC statuses can be checked on the Citizen Access Portal at <https://citizenaccess.acfw.net/CitizenAccess/Login.aspx>)

All New Projects including additions and remodels that require existing structures to be demolished will require permits from the ACBD. Demolition permits will not be issued until all utility retirements, asbestos reports and IDEM notifications have been received by our office from the corresponding utility company and/or office/agency. Reference the ACBD “guidelines for demolition” on our website at [www.allencounty.us/building-department](http://www.allencounty.us/building-department), for additional information.

**ALL CONTRACTORS AND SUB-CONTRACTORS** must be licensed/registered with the ACBD before projects begin. ACBD will work directly with Contractors and Sub-Contractors, not with 3<sup>rd</sup> party permit expeditors. All required permitting (Building, Electrical, Plumbing, HVAC, Non Sanitary, Demolition, Roofing, etc.) will be issued only to Licensed Contractors registered with the ACBD. Licensing and examination questions can be answered by Tina Gebert at [tgebert@co.allen.in.us](mailto:tgebert@co.allen.in.us).

Any other specific questions can be directed through our main number (260) 449-7131 or by clicking on our contact list at [www.allencounty.us/building-department](http://www.allencounty.us/building-department). Our website is full of information including the “Building Department Commissioners Monthly Updates” which is helpful with common questions as well.

Joseph Hutter  
Building Commissioner

### **Codes enforced by the Allen County Building Department**

#### **Residential:**

Structural: 2018 ICC International Residential Code with 2020 Indiana Amendments/2020 Indiana Residential Code.

Electrical: 2018 ICC International Residential Code with 2020 Indiana Amendments/2020 Indiana Residential Code and 2008 National Electrical Code

Plumbing: 2018 ICC International Residential Code with 2020 Indiana Amendments/2020 Indiana Residential Code

HVAC: 2018 ICC International Residential Code with 2020 Indiana Amendments/2020 Indiana Residential Code

#### **Commercial:**

Structural: 2012 International Building Code with 2014 Indiana Amendments

ADA: ICC A117.1-2009 Standard and Commentary- Accessible and Usable Buildings and Facilities  
State of Indiana: Indiana Administrative Code 675 IAC 13 Rule 1 “Building Code” “FIRE PREVENTION AND BUILDING SAFETY COMMISSION”

Electrical: 2008 National Electrical Code

Plumbing: 2006 ICC International Plumbing Code, ICC A117.1-2009 Standard and Commentary- Accessible and Usable Buildings and Facilities, 2012 ICC International Mechanical Code with 2014 Amendments, ICC 2012 International Fuel and Gas Code with 2014 Amendments

HVAC: 2012 ICC International Mechanical Code with 2014 Amendments, ICC 2012 International Fuel and Gas Code with 2014 Amendments

FIRE: 2012 ICC International Fire Code with 2014 Amendments (Enforced by Local Fire Officials)