



## ALLEN COUNTY, INDIANA BUILDING DEPARTMENT

200 E Berry St Suite 180

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John E Caywood, Building Commissioner

### ATTENTION CONTRACTORS

When obtaining a “commercial building permit” for a project that will be “phased” a separate permit will be required for each “phase” of the project.

Once a commercial building permit has been issued we will no longer “split” portions of the project if any inspection has been performed of any type on the project. We do not have the ability to easily migrate inspections from an existing permit to a “split” permit.

If it is determined that a permit needs to be “split/phased” after the project has started, the charge for any additional permits will be calculated based on anticipated inspections per phase. This permit fee would apply to each phase and all sub contractors would be subject to the same fee schedule.

Careful coordination between the contractor and the owner is required to insure that the owner is aware of this policy.

Temporary Certificates of Occupancy will still be issued when required for purposes such as stocking, but cannot be issued for use of the space by employees or the public.

I have read and understand this policy.

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Contractor

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Lic#

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Signature

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Date