



**Commercial Remodel Permit  
Standard Operating Procedures  
Last Revised: 01.08.19**

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## I. Overview

The Permitting Leadership Team works together to ensure permitting in Fort Wayne and Allen County is efficient, streamlined, customer focused, and ensures the public safety. A gap in oversight by permitting departments was identified several years ago. There are remodeling projects being completed on existing commercial structures that may result in a number of conditions:

1. The building use or classification changes;
2. Ownership of the property changes;
3. Business use changes;
4. Change in business use may require a zoning change;
5. Change in business use may require compliance with a new governmental regulation;  
and
6. Commercial remodeling that requires a building permit.

There are currently no measures in place to catch these projects early in the process, before considerable reconstruction had occurred. A regulatory department may learn about the reconstruction, come in to inspect, and then require the owner/developer to tear out the reconstruction in order to comply with a local, state or federal regulation. Identifying these projects early on in the process will save the developer/owner time and money.

### **Agency Ownership**

As reconstruction of an existing structure falls under the permitting jurisdiction of the Allen County Building Department, all Commercial Remodel Permit projects will be initiated through that agency by applying online through the Citizen Access Portal, or in person at the Allen County Building Department. The Building Department will then distribute the application to the other reviewing agencies to determine if the construction plans are compliant. Once all reviewing agencies approve the plans, the Building Department will issue the Commercial Remodel building permit. A reviewing agency may require an inspection throughout, and at the end of, the reconstruction and may place a hold on the Final Inspection. Once all reviewing agencies have approved the completed reconstruction, the Certificate of Occupancy will be subject to being released.

These Standard Operating Procedures document the Allen County Building Department's processes and requirements for obtaining the Commercial Remodel Permit. Requirements and/or permits issued by other reviewing agency relating to commercial remodeling are not enumerated in this document. Compliance and adherence with those reviewing agency requirements or additional permits are the responsibility of the applicant and must be met.

This new process will serve as a template for revising other permit processes.

## II. Standard Operating Procedures

### A. Accela Workflow Structure

- Intake and Review
- BLD Distribution
- Review Agency Review
  - Department of Planning Services Review
  - Department of Health Food Review
  - Department of Health Pollution Control Review
  - Development Services Sewer Review
  - Development Services Stormwater Review
  - Development Services Water Review
  - Fire Department Review
  - Building Department Review
- Payment
- Building Permit Issued
- Inspections
- Certificate of Occupancy Issued

### B. ONLINE APPLICATION PROCESS

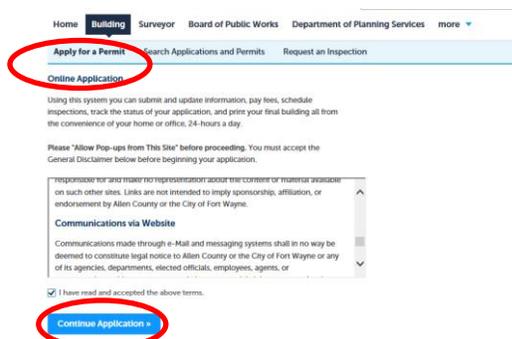
#### 1. Commercial Remodel Building Permit Defined:

A customer applies for a Remodel Permit for the following reasons:

- a. A commercial reconstruction;
- b. Finishing/building out of an existing building.

#### 2. Accessing the online application process:

- a. The applicant may use their Accela Citizen Access (“ACA”) account, or apply in person at the Building Department.
- b. Once logged in, Accela will autopopulate all the contractor/builder information (name, address, email). Additional fields will be available to enter information on the project contact person’s name, phone number and email .
- c. Click on the “Building” tab, then choose “Apply for a Permit”
- d. Accept the General Disclaimer, then hit “Continue Application”



- e. Select Commercial Remodel Permit (**\*New permit**)
  - i. Hit "Continue Application"

The site has changed. Please check to make sure you are using a supported browser.

Search...

Home **Building** Surveyor Board of Public Works Department of Planning Services more ▾

Apply for a Permit Search Applications and Permits

Select the Building Application you want to apply for today:

Select one of the following available building permits to apply for from the list below. For assistance or to apply for a building permit type not listed below please contact us at 260-449-7131.

- Building - Commercial
- Building - Residential
- Commercial Remodel Permit (**\*New permit**)
- Electrical - Commercial
- Electrical - Residential
- Heating - Commercial
- Heating - Residential
- Non-San Plumbing - Commercial
- Non-San Plumbing - Residential
- Plumbing - Commercial
- Plumbing - Residential
- Sign - Commercial
- Wrecking - Commercial
- Wrecking - Residential

### 3. Step 1 > Entering Location

#### a. Address

- i. Enter information into "Street No." and "Street Name," then hit "Search"
- ii. The system should populate the fields. If there is more than one address with the same street number and street name (i.e., East and West), a list will appear. Click on the correct address.

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Apply for a Permit Search Applications and Permits Request an Inspection

**Building - Commercial**

1 Step 1	2 Step 2	3 Step 3	4 Review	5 Record Issuance
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**Step 1: Step 1 > Location** \* indicates a required field.

**Address**

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Enter a street number and/or street name and click the Search button to find valid addresses.

\* Street No.:  \* Street Name:  Street Type:

City:  State:  Zip:

**b. Parcel**

- i. The Parcel information will automatically populate these fields

**Parcel**

[Use map to select work location](#)

\*Parcel Number:  Parcel Area:  Subdivision:

Legal Description:

Land Value:  Improved Value:  Exemption Value:

**c. Owner**

- i. The information for Owner of the property will automatically populate these fields
- ii. Click on "Continue Application"

**Owner**

Owner Name:

Address:

Address Line 2:

City:  State:  Zip:

E-mail:

**4. Step 2 > Entering Contact Information**

**a. Licensed Professional**

- i. This area should automatically populate information, based on contractor login to the system. If the information does not appear, click on "Look Up." This will take you to another screen to enter information.

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Apply for a Permit Search Applications and Permits Request an Inspection

Building - Commercial

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**Step 2: Step 2 > Contacts**

\* Indicates a required field.

Licensed Professional

To add a Licensed Professional to the application, enter the license number. Enter the license number like this BD-XXXX.

Building - Commercial

1 Step 1	2 Step 2	3 Step 3	4 Review	5 Record Issuance
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Step 2: Step 2 > Contacts

\* indicates a required field.

Licensed Professional

To add a Licensed Professional to the application, enter the license number. Enter the license number like this BD-XXXX.

✔ Licensed professional added successfully.

**TODD'S ELECTRICAL & MORE**  
**TODD'S ELECTRICAL & MORE**  
 License Type: BD\_COM ELECTRIC  
 License Number: BD-18448  
 Address: FORT WAYNE 46816  
[Edit](#) [Remove](#)

**b. Applicant**

- i. Click on “Select from Account” (if applicant information has been entered previously) or “Add New” if a different person should listed as applicant

**Applicant**

To add your contact information, please mark the Auto-fill check box. This populates the Applicant contact type with your Allen County/City of Fort Wayne public user account information, or you can type contact details into the fields below.

Select from Account

Add New

Continue Application »

Save and resume later

Select Contact from Account ✕

Select a contact to attach to this application.  
 If the contact has multiple addresses, you can select which to use in the next step.

Showing 1-2 of 2

Category	Type	Name
<input checked="" type="radio"/> Associated Contact	Contact	Kate Love-Jacobson
<input type="radio"/> Associated Owner		Ftw LLC Und 82.16% & JLJ Family Enterprises LLC 6.76% & Depth Find

Continue

Discard Changes

- ii. The information should now appear in this section
- iii. Hit “Continue Application”

**Applicant**

To add your contact information, please mark the Auto-fill check box. This populates the Applicant contact type with your Allen County/City of Fort Wayne public user account information, or you can type contact details into the fields below.

✔ Contact added successfully.

**Kate Love-Jacobson**  
**Permit System Coordinator**  
 kate.love-jacobson@co.allen.in.us  
 Home phone:2601111111  
 Mobile Phone:  
 Work Phone: 2604275982  
 Fax:  
 Edit Remove

Continue Application >

Save and resume later

**5. Step 3 > Permit Details**

**a. Detail Information**

- i. Enter description of project in open narrative field. Providing adequate information about the project at this point will help prevent delays and additional processing later.

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Apply for a Permit Search Applications and Permits

**Commercial Remodel Permit (\*New permit)**

1 Location	2 Contact Information	3 Permit Details	4 Attachments	5 Review	6
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Step 3: Permit Details > Permit Details \* Indicates a required field.

**Detail Information**

All information entered in the permit is public record and public facing. If you have confidential information, please enter that information in the Lock Box Information section of the permit or contact the Building Department at 260-449-7131.

\* Description of the Project:  
 this is a test permit

**b. Custom Fields**

- i. Enter information into each required field:

**Custom Fields**

**BUILDING INFO**

No. of Stories:

\*Gross square footage of area being remodeled:

Are you replacing or installing more than 5 plumbing fixture units?:  Yes  No

Are you moving plumbing fixtures?:  Yes  No

Will there be cases, counters or partitions greater than 6'0" in height?:  Yes  No

Will there be over 100 Linear Feet of wall (net wall not allowed in code)?:  Yes  No

Are you moving or replacing over 20 sprinkler heads?:  Yes  No

**c. Permit Information**

- i. Choose all other types of permits that will be required for the remodel project
- ii. Enter the whole contracted amount of project
- iii. Choose “Construction Type” from dropdown menu
- iv. Enter name (person or business) of current tenant. (This name will appear on the Certificate of Occupancy).
- v. Select the most recent use of the Building or Space from dropdown menu
- vi. Select the proposed use of the Building or Space from the dropdown menu
- vii. Enter a Lock Box Number (for unattended inspections), if applicable
- viii. Design Professional for the project must determine the “Building Classification” – chosen from the dropdown menu

**PERMIT INFO**

Will portion(s) of this project require phasing or separate Certificates of Occupancy prior to completion to Permit Info?

\* Separate COO:  Yes  No

\* Electrical:  Yes  No

\* Heating:  Yes  No

\* Plumbing:  Yes  No

\* Non-Sanitary Plumbing:  Yes  No

\* Contracted Amount:

\* Construction Type:

\* Name of Tenant:

\* Enter the most recent use of the Building or Space:

\* Enter the proposed use of the Building or Space:

Lock Box Number:

To be determined by your design professional. If unsure, contact the Building Department at 260.449.7131.

\* Building Classification:

**d. State Design**

- i. Enter whether a State Design Release has been obtained
- ii. If yes, enter the State Design Release #
- iii. Choose “Continue Application”

STATE DESIGN

\*State Design Release:

Yes  No

State Design Number: \*

123456

[Continue Application »](#)

[Save and resume later](#)

6. Step 4: Attachments>Attachments

- a. The maximum file size allowed is 60MB. Disallowed file types: html; htm; mhtml
- b. Attach your Engineered Wood Document and Plans (if appropriate). Make sure to choose the correct attachment(s) from the dropdown menu(s) that relate to the document(s) you are attaching.
- c. Choose “Continue Application”

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[Apply for a Permit](#) Search Applications and Permits

**Commercial Remodel Permit (\*New permit)**

1	2 Contact Information	3 Permit Details	<b>4 Attachments</b>	5 Review	6 Record Issuance
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**Step 4: Attachments > Attachments** \* indicates a required field.

### Attachment

The maximum file size allowed is 60 MB.  
html;htm;mht;mhtml are disallowed file types to upload.  
This application type requires you to submit the following types of documents. Subject to the collected information, you may be required to submit additional documents prior to approval.  
Plans, Engineered Wood Document

Name	Type	Size	Latest Update	Action
<a href="#">Engineered Wood Document.docx</a>	Building Permit	89.28 KB	01/07/2019	<a href="#">Actions ▾</a>
<a href="#">Plans.pdf</a>	Building Permit	199.47 KB	01/07/2019	<a href="#">Actions ▾</a>

[Add](#)

[Continue Application »](#) [Save and resume later](#)

## 7. Step 5 Review

- a. Review all sections, check for errors and edit if necessary
- b. Read the Affidavit and check the box indicating you acknowledge that:
  - i. A separate permit will be required for each phase of the project; and
  - ii. The contractor understands and will comply with requirements for handicapped accessibility
- c. Click on "Continue Application"

Page Security Tools

Fort Wayne, IN 46802

### Detail Information [Edit](#)

All information entered in the permit is public record and public facing. If you have confidential information, please enter that information in the Lock Box Information section of the permit or contact the Building Department at 260-449-7131.

Description of the Project: this is a test permit

### Custom Fields

#### BUILDING INFO [Edit](#)

No. of Stories:	2
Gross square footage of area being remodeled:	1000
Are you replacing or installing more than 5 plumbing fixture units?:	No
Are you moving plumbing fixtures?:	Yes
Will there be cases, counters or partitions greater than 6'0" in height?:	No
Will there be over 100 Linear Feet of wall (not wall not allowed in code):	Yes
Are you moving or replacing over 20 sprinkler heads?:	No

#### PERMIT INFO [Edit](#)

Separate COO:	No
Electrical:	No
Heating:	No
Plumbing:	No
Non-Sanitary Plumbing:	No
Contracted Amount:	100000
Construction Type:	Wood Frame
Name of Tenant:	Kate Love-Jacobson
Enter the most recent use of the Building or Space:	Office
Enter the proposed use of the Building or Space:	Office
Lock Box Number:	
Building Classification:	Assembly Group A-1

#### STATE DESIGN [Edit](#)

State Design Release:	Yes
State Design Number:	123456

### Attachment [Edit](#)

The maximum file size allowed is 60 MB.  
Intd4hrczrh4zrh4 are disallowed file types to upload.  
This application type requires you to submit the following types of documents. Subject to the collected information, you may be required to submit additional documents prior to approval.  
Plans, Engineered Wood Document

Name	Type	Size	Latest Update	Action
Engineered Wood Document.docx	Building Permit	89.28 KB	01/07/2019	Actions
Plans.pdf	Building Permit	199.47 KB	01/07/2019	Actions

**Affidavit** →

**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.

By checking this box, I agree to the above affidavit.

Date:

**Continue Application** [Save and resume later](#)



## **2. Reviewing Agency Review**

- a. Reviewing Agencies may choose the following statuses:
  - i. Approved, Hold for Final Inspection
  - ii. Approved, No Hold for Final Inspection
  - iii. Approved, Release COO
  - iv. Does Not Meet Requirements
  - v. Not Applicable
  - vi. Under Review
- b. Reviewing Agencies are provided three (3) business days to enter a status. If no status is entered within three (3) business days by a reviewing agency, the status will automatically be entered as “No Comment” and the reviewing agency workflow will turn black to allow the permit to move forward.

## **3. Payment**

- a. Once all departments have assigned any status other than “Does Not Meet Requirements” or “Under Review,” the permit will automatically proceed to Payment.
- b. An automated email will be sent to the applicant notifying them to pay for the permit.

## **4. Commercial Remodeling Building Permit Issued**

- a. Once the payment has been submitted by the applicant, the Commercial Remodel Building Permit will be issued. An automated email is sent to the applicant/contact with a copy of the Commercial Remodel Building Permit.

## **5. Inspections**

Relevant reviewing departments conduct inspection(s) to ensure the construction matches plans submitted for the Construction Design Release. Once all relevant departments who had entered a status “Approved, Hold for Final Inspection,” have entered the status “Approved, Release COO,” the Certificate of Occupancy is subject to being released.

## **6. Certificate of Occupancy**

- a. The applicant is sent an automated email notifying them the CoO was issued, with an attached copy of the certificate.
- b. Reviewing departments are sent an email notifying them the CoO was issued for this specific permit.
- c. The permit is automatically closed.