

BUILDING PERMITS

A quick guide: why you need a permit and how you can navigate the permit and inspection process.

All structures are required to meet building safety codes. If you follow the guidelines below you will have the ease of knowing that your structure is safe for your family. Also, if you are selling your home, a permit proves that the changes you made are legal and have value.

There is a nominal fee for a permit. It takes a lot of human power to maintain permits and records and to help ensure that buildings we use everyday are safe to live and work in. One hundred percent of the Allen County Building Department's budget comes from user fees—not tax dollars. The Building Department does not just issue permits. It is responsible for investigating complaints from area residents, working with other city and county departments on safety issues, selling abandoned properties, helping assess damage in the aftermath of a natural disaster, and condemning and securing unsafe properties.



Permit Process:

- 1. Talk to you local building department.** The Building Department staff wants your project to be a success. They will ask you some simple questions and help you avoid problems that can save you time and money. They will provide you with the resources necessary to complete your permit.
- 2. Submit Application.** At this stage you will document the “Who, What, When, Where and How” of the job, along with any sketches or plans of the proposed work.
- 3. Review Process.** In a short period of time the Building Department will make sure all the paper work is complete and issue your permit. If it's not, they will help you by making suggestions to fix the issue.
- 4. Receive Permit.** Now that you have been approved for a permit, you have legal permission to start construction. A fee, based on the size of the job, is collected to cover the cost of the application, review and inspection process.
- 5. Job Site Visits.** On-site inspections will be required to make certain the work conforms to the permit, state codes and plans. Again, you will have access to the expertise of the inspector to help you with questions or concerns regarding the project and to minimize potentially costly mistakes. The inspector will let you know approximately how many inspections may be needed for your project. In Allen County, inspections take place within 24 hours of the request.
- 6. Final Approval.** The Building Department will provide documentation when construction is complete and code compliance is determined. Enjoy your new surroundings with the peace of mind and the knowledge that they meet the safety standards in your community.

For More Information:



For more information about building permits, contact the Allen County Building Department at 260-449-7131 or visit www.allencounty.us.