

## Contacts

**Allen County Board of Health**  
(260) 449-7695  
[www.allencounty.us](http://www.allencounty.us)

**Allen County Building Department**  
(260) 449-7131  
[www.allencounty.us](http://www.allencounty.us)

**Allen County Dept. of Planning Services**  
(260) 449-7607  
[www.allencounty.us](http://www.allencounty.us)

**Allen County Surveyor**  
(260) 449-7625  
[www.allencounty.us](http://www.allencounty.us)

**Fort Wayne Area Association of REALTORS®**  
(260) 426-4700  
[www.fwaar.com](http://www.fwaar.com)

**Fort Wayne Planning and Zoning**  
(260) 427-1129  
[www.cityoffortwayne.org](http://www.cityoffortwayne.org)

**Home Builders Association of Ft. Wayne**  
(260) 420-2020  
[www.hbafortwayne.com](http://www.hbafortwayne.com)

**Leo-Cedarville Planning Department**  
(260) 637-6321  
[www.leocedarville-in.gov](http://www.leocedarville-in.gov)

**New Haven Planning Department**  
(260) 749-2212  
[www.newhaven.org](http://www.newhaven.org)



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# Before You Remodel

A quick reference  
guide designed to  
walk you through  
the planning and  
completion of  
your next project.

Whether it's adding another room to accommodate your growing family, building a deck to enjoy the great outdoors, or installing a fence to offer privacy, navigating the process of obtaining permits, deciding whether or not to hire a contractor and actually completing the project can be overwhelming.

Take a few minutes to review the following information before beginning your project. This brochure includes contact information and Internet addresses for many resources. Learning about the common pitfalls of home improvement can save you time and money in the long run.

## Frequently Asked Questions

### Where do I start?

The first step is to determine which planning jurisdiction your home is located in. Contact information for the four planning departments in Allen County is on the back of this brochure. Some regulations and processes will be the same from one jurisdiction to the next, but others will vary. It's important to determine which regulations apply to your project.

### How long will the process take?

How long the process takes depends on your project. There are time constraints involved in obtaining permits, securing inspections and actually completing the process.

### Why do I need permits?

The permitting and inspection processes are in place to protect you and your family. They are necessary to help ensure that the improvement project is completed safely and in accordance with state and local codes. One factor in whether or not you will need a permit is if your project is considered a "remodel" or "maintenance" on your home. For example, replacing the sink in your bathroom is "maintenance." Adding a bathroom to your home is a "remodel." Consult the Building Department and your local planning department to be sure that you are aware of the permits necessary for your project.

### Do I need to hire a professional?

Depending on the project, you may need to hire a professional architect or designer. You may also find it helpful to hire a licensed contractor instead of trying to do the work yourself. Before deciding whether or not to hire a professional, learn about the permits and inspections necessary for your project.

### What else do I need to consider?

As part of the research phase, find out whether or not you live in a flood plain, assess what impact your improvement will have on your property value and property taxes, confirm where utility easements and property lines are, determine whether or not you're on a septic system, and learn about the zoning requirements and neighborhood covenants.

## Tips

Be a good neighbor. Find out about your neighborhood association rules and let your neighbors know about the project your undertaking.

- 💡 Assess your costs. Don't forget about the cost of permits and any future costs to maintain your project.

Research the value of your project and its impact on property taxes or property value.

Decide if you're doing the work yourself or hiring a professional.

# Research

Consult community resources to plan your project.

## Resources

- 📄 Allen County Public Library  
[www.acpl.lib.in.us](http://www.acpl.lib.in.us)
- 📄 Fort Wayne Area Association of Realtors (property values resources)  
[www.fwaar.com](http://www.fwaar.com)
- 📄 Home Builders Association of Fort Wayne (member contractor info)  
[www.hbafortwayne.com](http://www.hbafortwayne.com)
- ☎️ AEP Before You Dig Hotline  
1-800-382-5544
- ☎️ Board of Health (septic info)  
(260) 449-7695

## Tips

Find out if your project requires permits. Hint: fences, roofs, sheds and most pools require permits.

- 💡 Remember, if you're doing the work yourself, you still need to obtain permits to complete the work.

# Permits

Find out if you need permits to complete your remodel.

## Resources

- 💰 Allen County Building Dept.  
(260) 449-7131  
[www.allencounty.us](http://www.allencounty.us)
- 💰 Planning Departments (see reverse for contact info for contact numbers for each planning district)

## Tips

Ask questions. Visit your home improvement store and ask the experts about products, durability and recommendations.

- 💡 If you're hiring a professional, be certain you hire a **licensed** contractor.

If you're hiring a professional, get a contract in writing and be sure you understand the terms *before* work begins.

# Construction

Complete the job on your own or use a licensed contractor.

## Resources

- Allen County Public Library Reference Section  
*2000 International Residential Code*
- ☎️ Home Builders Association of Fort Wayne (member contractor info)  
(260) 420-2020
- 📄 Better Business Bureau (contractor references)  
[www.fortwayne.bbb.org](http://www.fortwayne.bbb.org)

## Tips

- 💡 If required, have inspections and obtain a Certificate of Occupancy or Completion *before* using your new improvement.

Confirm that the terms of the contract were met before issuing final payment.

# Finalize

Finish the job, complete any necessary paperwork and reap the rewards of your work.

## Resources

- Allen County Building Dept.  
(260) 449-7131  
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- Planning Departments (see reverse for contact info for contact numbers for each planning district)

## Key



Call for info.



Info online.



Don't forget!



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