



ALLEN COUNTY, INDIANA BUILDING DEPARTMENT

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

Allen County Building Department Appeal Process

Pursuant to Allen County Ordinance 6-2-18, All persons shall have a right to appeal the Building Commissioner's decision to the Building Department Board of Directors under A.C.C. 6-1-6 et seq. The method to appeal is described below:

1. Appellant shall provide in writing a description of the decision to be appealed. This description should include any permit numbers, license numbers, the physical address, date, and why the decision does not conform to published code, ordinance, or rules and regulations.
2. Appellant shall then receive notification via certified mail to the address provided on the written complaint with the date, time, and location of the appeal hearing.
3. Appeals are heard by the Board of Directors as part of their next scheduled meeting where there is a quorum present. Meetings occur on the 3rd Thursday of the month at 5:00 p.m. Appeals must be received ten (10) days prior to any scheduled meeting in order to be placed on the agenda.
4. In the event a quorum will not be present, the appellant will be contacted by phone and first class mail prior to the hearing.

Send appeal letters to: 200 E Berry Street, Suite 180, Fort Wayne, IN 46802-1299 or via e-mail to ACBD@allencounty.us