

**BOARD OF COMMISSIONERS OF THE COUNTY OF ALLEN  
AMENDED ORDINANCE DATED 5-07-03  
ORDINANCE (AMENDED) #5-07-03-22**

Allen County, Indiana  
Building Department

**PART I**

Allen County Rules and Regulations  
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## CHAPTER 1

### LICENSING AND REGISTRATION

#### SECTION A Structural Licensing and Registration

##### A.1 General Contractor License

Any person, firm or corporation who contracts and/or engages in the erection of new structures or all new additions to existing structures and all remodeling, repair, and demolition of existing structures shall be required to be licensed with the Department in order to engage in such activities. (This license permits all construction activities permitted by A.3, A.5, A.7, and A.8 below). This license provision is unlimited in scope.

##### A.2 General Contractor Superintendent Registration

Contractors will, at the time application is made for a building permit, file with the Building Department the name of the individual who will be the responsible person for supervision of the project for which the permit is being applied. Any individual who engages in or who supervises the work of the construction shall be required to be registered with the Department in order to engage in such activities.

All applications for registration as A.2 general contractor superintendents shall be signed by the general contractor for whom the individual will be representing as his agent on the project.

##### A.3 Building Contractor License

Any person, firm, or corporation who contracts and/or engages in the erection of new structures or all new additions to existing structures and all remodeling, repair, and demolition of commercial structures or multiple-dwelling residential buildings shall be required to be licensed with the Department in order to engage in such activities. (This license permits all construction activities permitted by A.5, A.7, and A.8 below). This license is unlimited in remodeling and limited to three stories or less of new construction and additions in scope.

##### A.4 Building Contractor Superintendent Registration

All building contractors will, at the time application is made for a building permit; file with the Building Department the name of the individual who will be the responsible person for supervision of the project for which the permit is being applied. Any individual who engages in or supervises the work of the building contractor shall be required to be registered with the Department in order to engage in such activities.

All applications for registration as A.4 building contractor superintendents shall be signed by the building contractor for whom the individual will be representing as his agent on the project.

A.5 Residential Contractor License

Any person, firm, or corporation who contracts and/or engages in the erection of new residential structures or new additions to existing structures and remodeling, repair, and demolition of residential structures, shall be required to be licensed with the Department in order to engage in such activities. (This license permits all construction activities permitted by A.7 and A.8 below as to residential structures only and is limited to construction, remodeling, repair, or improvement of one or two-family residences not exceeding two stories in height).

A.6 Residential Contractor Superintendent Registration

Any individual who engages in or supervises the work of residential construction shall be required to be registered with the Building Department.

All applications for registration as A.6 residential contractor superintendents shall be signed by the residential contractor for whom the individual will be representing as his agent.

A.7 Home Improvement Contractor License

Any person, firm, or corporation who contracts and/or engages in the improving, remodeling, and repair of existing one- and two-family structures shall be required to be licensed with the Department in order to engage in such activities. This license permits all activities pertaining only to the improving, remodeling, and repair of one- and two-family structures, and does not include additions to a building. Remodeling jobs are jobs which do not add square footage in floor area to a building. This license will permit the construction of unattached garages and accessory buildings.

A.8 Sub-Contractor License

Any person, firm, or corporation, including but not limited to the following enumerated trades and activities who operates as a contractor or who engages in any subsidiary or ancillary construction as a sub-contractor to a general contractor, residential contractor, building contractor, or home improvement contractor shall be required to be licensed with the Department in order to engage in such activities. The Department shall designate on the license form issued to the licensee those activities in which the subsidiary contractor licensee may engage. However, licensing under this category is in no way to be interpreted to include any person, firm, or corporation who contracts and engages in any activity which is not directly related to the building, remodeling, or repairing of a structure. Licensing categories are as follows:

A.8.a Concrete

A.8.b Masonry

A.8.c Carpentry or Frame

A.8.d Roofing

Revised 9-15-05

A.8.e Demolition

A.8.f Drywall

A.9 Contractor Registration

Any person, firm, or corporation who contracts and/or engages in the following activities as a contractor or sub-contractor to a general contractor, building contractor, residential contractor, or home improvement contractor shall be required to be registered with the Department in order to engage in such activities:

A.9.a Architectural Sheet Metal

A.9.b Miscellaneous work – Tower building, Swimming pool

A.9.c Residential Manufactured Housing Contractor

A.9.d Steel Erecting

A.10 Regional/National Account Contractor Registration (RNAC)

The purpose of this registration is to provide accommodation to regional or national businesses that desire to have a contractor perform their construction work at various sites around the country. The Building Commissioner will consider granting a single project registration to general contractors who travel for regional or national account work in lieu of taking the required contractor's test. This registration only applies to projects for which the brand business hires the contractor directly and will not apply to developer-hired contractors or prime subcontractors. Documentation required for consideration of an RNAC registration shall include:

1. Completed application form
2. Company resume and resume of project manager and superintendent for project
3. List of planned sub-contractors for project
4. Letter from client on client letterhead verifying other projects constructed for them including locations and contact information

## **SECTION B Electrical License**

### **B.1.a Contractors Electrical License**

Any person, firm, or corporation who engages in electrical contracting including the securing of permits for installation, alterations, and repair of any electrical wiring devices, appliances, or equipment shall be required to obtain a license from the Department in order to engage in such activities, except as provided in D.2.a. Any licensee under this classification must be either the holder of a master electrical license, as defined in Section B.1.b, or have in his employ one that holds a master electrical license as defined in B.1.b. Scope of the work permitted licensee is determined by classification of master electrical license. The designated master electrical licensee shall be employed full time by the electrical contractor, and said employment shall be his or her principal employment. The designated master electrical licensee shall be available at all times for consultations with the Allen County electrical inspectors.

If designated master electrical licensee leaves the employ of electrical contractor for any reason, contractor may be (by special permission of Building Commissioner) permitted to complete work where permits have been obtained and work started. No further permits may be issued until a master electrical licensee has been designated by the electrical contractor.

If a registered or licensed contractor sublets all or part of a job to an equally licensed contractor, they shall both become responsible to the Building Department to comply with all rules and regulations. The electrical contractor shall not apply for or be issued a permit for work not under his financial and direct supervisory control and management, except in a case where the electrical contractor has sub-contracted to supply labor and master electrical licensee supervision only.

### **B.1.b Master Electrical License**

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An individual who supervises the work and is responsible for installing, maintaining, altering, or repairing electrical wiring, electrical devices, electrical appliances, and electrical equipment while in the employ of a contractor's electrical licensee shall be required to obtain a license from the Department in order to engage in such activities. Any individual seeking such license must have worked for a period of at least eight (8) years total for a B.1.b contractor (of which four (4) were as a journeyman) in the same line of work for which he is seeking a license. This license includes all activities permitted in B.1.c. and B.1.d.

### **B.1.c Journeyman Electrical License**

Any individual who installs, maintains, alters, or repairs residential and/or commercial electrical work under the supervision of a master electrical licensee shall be required to

obtain a Journeyman license from this Department in order to engage in such activities. Any individual who makes application for a journeyman license must have worked for a period of four (4) years, and must have worked a minimum of 8000 hours, as an electrical apprentice as defined in Section B.1.d below.

B.1.d Electrical Apprentice

No license is required from this Department for an individual employed and working as an electrical apprentice. However, such electrical apprentice is prohibited from undertaking any electrical systems work without the direct supervision of either a master electrical licensee or an electrical journeyman licensee who is present on the job. Each apprentice will register with the Department.

This paragraph sets out the time which may be credited to an apprentice or anyone desiring to take a journeyman's examination, because of having a degree in Electrical Engineering or having pursued and successfully completed any study courses in electrical systems. The time, which may be so credited, will be 50% of the time of the course with a maximum credit to any one person of two (2) years. This time may be applied only against the category in which the training is taken. To use this credit of time for studying the Board must approve the school in which the studies were pursued.

**SECTION C Sign License**

Revised- 6-25-09

C.1 Category "A" Sign Contractor License

Any person, firm, or corporation who contracts and/or engages in the erection, placing, repairing, enlarging, or moving on or off premises, of exterior signs or displays used for advertising, promotion or public notice purposes shall be required to obtain a license to engage in such activities. This category shall include, but not be limited to permanent, mobile trailer, electric and non-electric signs, and effecting electric hookup to existing service outside of any building. This license permits, in addition to the above activities, those listed in C.2 and C.3 below. Any person making application for a Category "A" sign contractor license shall have a minimum of forty-eight (48) months of experience in the construction and installation of signs with a qualified sign contractor, or have in his employment a full-time employee with forty-eight (48) months of experience in the construction and installation of signs with a qualified sign contractor.

C.2 Category "B" Sign Contractor License

Revised -6-25-09

Any person, firm, or corporation who contracts and/or engages in the erection or maintenance of non-electric, on or off premises, exterior signs of not more than 128 square feet and not overhanging public property, shall be required to obtain a license to engage in such activities. This license permits in addition to the above activities those activities listed in Category C.3 below. Any person making application for a Category "B" sign

contractor's license shall have thirty-six (36) months of experience in the construction and installation of signs with a qualified sign contractor, or have in his employment a full-time employee with thirty-six (36) months of experience in the construction and installation of signs with a qualified sign contractor.

C.3 Category "C" Sign Contractor License

Any person, firm, or corporation who contracts and/or engages in the exterior display of mobile trailer signs, or projection screens for advertising purposes shall be required to obtain a license to engage in such activities. Any person making application for a Category "C" sign contractor's license must satisfy the Building Commissioner that the display which the applicant will be placing, installing, or showing will meet all wind-load requirements of local, state, and national regulations and that if the display contains lighting or electrical devices, said devices will conform to local and national electrical codes.

No sign license issued under this ordinance shall be transferable unless the transferee shall meet all the requirements of this ordinance. If the transferee is a corporation, said corporation shall furnish to the Building Commissioner an affidavit that its principal stockholder, operation or plant manager, or superintendent meets all the requirements of this ordinance. Installation or erection of architectural letters or numerals is exempt from above categories.

C.4 Any person, firm, or corporation holding an active general or building contractor's license is exempt from categories A, B, and C above when constructing, erecting, or installing building mounted identification signs or a freestanding building identification sign (building identification signage is defined as the principal name and/or address of the building) with letters or numerals of materials which are normally part of the bid documents as issued by an architectural/engineering firm for any new project.

**SECTION D Plumbing Licensing and Registration**

D.2.a Sanitary Plumbing Registration Including Solar

Any person, firm, or corporation who is licensed by the Indiana Plumbing Commission as a plumbing contractor in accordance with Public Law 188 of the Indiana Acts of 1972 as Amended, and who performs any work under said plumbing license shall be required to register with the Department in order to engage in such activities. Any registrant herein shall be permitted to install power and control wiring as may be required for satisfactory performance of installed fossil fueled heat systems and domestic water heaters as set forth in paragraph D.2.a.1.

D.2.a.1 Anyone who is licensed under D.2.a shall be permitted to make electrical connections and install control wiring as may be required for satisfactory performance of either new installations or replacements of fossil fueled

heating systems, heat pumps, or domestic water heaters. Such work is restricted as follows:

1. For control wiring there is no restriction unless code requires it to be installed in metal raceway. In these cases, raceway shall be installed by electrical contractor.
2. Circuit wiring may be completed from a disconnect located and rated to comply with applicable code. For new installation, circuit, and disconnect will have been installed by electrical contractor. For replacement, connection may be made to existing circuit and disconnect provided rating of circuit conductors and disconnect are not exceeded and location complies with applicable code.
3. Licensee is not permitted to install (1) service equipment, (2) branch circuit, (3) over current devices, or (4) resistance electric heat.

## **SECTION E Non-Sanitary Piping License, including Solar**

E.1.a Any person, firm, or corporation who contracts and/or engages in the installation, maintenance, alteration, or repair of piping systems not specifically covered by the Sanitary Plumbing Code of the State of Indiana, excluding fuel and refrigerant lines for heating and air conditioning, shall be required to obtain a license from the Department in order to engage in such activities. An examination shall be required of any license applicant in the following special categories (a) thru (k) as defined below. The area covered by non-sanitary licensing includes but is not limited to the following special categories (j) and (k).

- (a) Storm drainage
- (b) Underground tanks for fuel
- (c) Above/ground tanks for fuel
- (d) Compressed air systems
- (e) Temperature controls
- (f) Lawn sprinkler system\*
- (g) Fire Sprinkler system
- (h) Hydraulic systems
- (i) Gas piping systems
- (j) Refrigerant systems that is capable of maintaining a constant temperature below 60° Fahrenheit in the structure.
- (k) Low pressure hot water and steam heating boilers, high pressure steam boiler, and other heating equipment including solar.

\*Registration can be obtained in lieu of license. Approval for registration will be based upon experience and project background as determined by the Building Commissioner or his designee. A resume and project history along with references must be submitted along with registration application paperwork.



E.1.b Non-Sanitary Piping Supervisor's License

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Any individual, who supervises the work of installing, maintaining, altering, or repairing non-sanitary piping appurtenances and accessories while in the employ of a non-sanitary piping contractor shall be required to obtain a license from the Department. Any individual seeking such a license must have worked for a period of at least 4 years for an E.1.a contractor as a journeyman in the same line of work for which he is seeking a license. This license includes all activities permitted in E.1.c and d.

E.1.c Non-Sanitary Piping Journeyman's License

Every individual who installs, maintains, alters, or repairs equipment under the supervision of a non-sanitary piping supervisor licensee shall be required to obtain a license from the Department. Any individual who makes application for a journeyman's, license must have worked for a period of four (4) years or equivalent as a non-sanitary piping apprentice as defined in Section E.1.d below.

E.1.d Non-Sanitary Piping Apprentice

No license is required from this Department for an individual employed and working as a non-sanitary piping apprentice. However, such apprentice is prohibited from undertaking any work without the direct supervision of either a supervisor licensee or a journeyman licensee. Each apprentice will register with the Department.

E.2 Any person, firm, or corporation holding an Allen County heating, air conditioning, refrigerant, and duct system license prior to 1982 will not be required to obtain a non-sanitary license for the following special categories: (j) and (k) as defined above in E.1.a.

E.3 Any person, firm, or corporation holding a non-sanitary piping license prior to May 1, 1988 shall not be required to take an examination for the categories in E.1.a above.

E.4 Any person, firm, or corporation installing hazardous material piping and tanks must be certified by the Office of the State Fire Marshall.

E.5 Licensee shall be subject to the following rules:

a Licensee is not permitted to install service equipment, branch circuit, over current devices, nor resistance electric heat.

b SOLAR AND HOT WATER STEAM SYSTEMS ONLY

b.1 The installation, alteration, and repair of Solar heating systems (including steam) for residential, commercial, industrial, and manufacturing purpose operating at any pressure-temperature range. These installations may include the installations of various types of solar collectors (flat plate, high efficiency, and concentrating

collectors), heat storage systems, heat exchangers, fluid pumps, piping, fittings, valves, thermal insulation, and accessories including all solar back up and auxiliary heating systems.

- b.2 The installation, alteration, and repair of water lines from source of supply to the solar system.
  - b.3 The installation, alteration, or repair of solar process and solar specialty piping and related equipment such as heat exchangers, purifiers, pumps, prefabricated, tanks, and non-fired pressure vessels. Solar liquid systems to include thermosyphon, direct (open loop), and indirect (close loop), but excludes air as a transfer unit.
  - b.4 The installation of collectors, storage and expansion tanks, heat exchangers, piping, valves, pumps, sensors, and low voltage controls which connect to existing piping and electrical stub-outs at the water tank location.
  - b.5 The installation of solar heating systems for single-family swimming pools which tie into and operate from the conventional pool system but excludes all non-solar piping, electrical, and mechanical systems and components.
  - b.6 The installation of back-up and auxiliary heating systems only when such systems are included in the original solar installation contract and when such systems are an integral part of the solar collector or storage equipment.
- E.6 New fuel system except parts thereof controlled and maintained by a public utility, shall conform to the requirements of this chapter and shall not be made operative until first approved by the County Building Department official.

**SECTION F Heating, Ventilating, Air Conditioning, and Duct System Contractor's License**

**F.1.a Heating, Ventilating, Air Conditioning, and Duct Systems Contractor's License**

Any person, firm, or corporation who contracts for the installation of heating, ventilating, air conditioning, and duct systems, in any structure, shall be required to obtain a license from the Department. Any licensee under this classification must be the holder of a heating, ventilating, air conditioning, and duct system supervisor's license, as set forth in Section F.1.b below, in order to engage in any activity or activities. Said supervisors must be qualified within a specific licensed category.

**F.1.b Heating, Ventilating, Air Conditioning, and Duct Systems Supervisor's License**

**Revised 05-07-03** Any individual who supervises the work of installing, maintaining, altering, or repairing heating, ventilating, air conditioning, and duct systems equipment, appurtenances, and

accessories while in the employ of a heating, ventilating, air conditioning, and duct system contractor, shall be required to obtain a license from the Department. Any individual seeking such a license must have worked for a period of at least 4 years for an F.1.a contractor as a journeyman in the same line of work for which he is seeking a license. This license includes all activities permitted in F.1.c and F.1.d.

**Air Conditioning A –**

Heating, ventilating, air conditioning, and duct systems, together with refrigerant and fuel lines required, without regard to any BTU limitations. “EXAM REQUIRED” See Restrictions.

**Air Conditioning B –**

Heating, ventilating, air conditioning, and duct systems having a heating capacity of 500,000 BTU or less, and a cooling capacity of twenty five (25) tons or less, including fuel and refrigerant lines required (including electric, gas, or oil fired furnaces). “EXAM REQUIRED” See Restrictions.

**Sheet Metal –**

Heating, ventilating, air conditioning, and duct systems to manufacture, assemble, cast, cut, shape, forge, fabricate, weld, repair, recondition, adjust, and install sheet rolled metal of any kind or combination and all other air-conveyor systems and air handling systems, regardless of materials used, including all equipment and all reinforcements in connection therewith. “EXAM REQUIRED” See Restrictions.

**RESTRICTIONS – Applicable to Categories A, B, & C**

1. All hydronics (steam and hot water boilers, steam and hot water piping) including duct heaters, regardless of BTU’s must be done by licensed non-sanitary piping contractor.
2. All refrigerant system’s that are capable of maintaining below a constant temperature below 60°F, including water chillers, secondary refrigerant piping, and cooling coils must be done by a licensed non-sanitary piping contractor.

**F.1.c Heating, Ventilating, Air Conditioning, and Duct Systems Journeyman’s License**

Every individual who installs, maintains, alters, or repairs heating, ventilating, air conditioning, and duct systems equipment under the supervision of a heating, ventilating, air conditioning, and duct systems supervisor licensee shall be required to obtain a license from the Department. Any individual who makes application for a journeyman’s license must have worked for a period of four (4) years or equivalent as a heating, ventilating, air conditioning, and duct systems apprentice as defined in Section F.1.d below. A journeyman’s license will be issued for one of the following categories:

**Mechanical Journeyman/Air Conditioning Journeyman –**

Those who are qualified to install, maintain, repair, fabricate, alter, or extend; central air conditioning, heating and ventilating, including ductwork and all appurtenances, apparatus, ducts, and insulation used in connection therewith while employed or supervised by a heating, ventilating, and air conditioning contractor. “EXAM REQUIRED”

Sheet Metal Journeyman –

Those who are qualified to fabricate, install, repair, alter, or extend sheet metal work while employed or supervised by a sheet metal contractor. “EXAM REQUIRED”

F.1.d Heating, Ventilating, Air Conditioning, and Duct Systems  
Apprentice Registration

No license is required from this Department for an individual employed and working as a Heating, Ventilating, Air Conditioning, and Duct Systems apprentice. However, such apprentice is prohibited from undertaking any work without the direct supervision of either a supervisor licensee or a journeyman licensee. Each apprentice will register with the Department

EXAMS AVAILABLE FOR SECTION F

1. Air Conditioning “A” (Supervisor – HVAC Contractor)
2. Air Conditioning “B” (Supervisor – HVAC Contractor with limitations)
3. Sheet Metal (Supervisor – Sheet Metal Contractor)
4. Mechanical Journeyman/Air Conditioning Journeyman  
(Journeyman “A” HVAC related)
5. Sheet Metal Journeyman  
(Journeyman “B” Sheet Metal related)

**CHAPTER 2**  
**EXAMINATIONS**

Revised-6-25-09

**A.1 Examinations shall be standard in form and shall be prepared and/or administered by the Building Commissioner or other individual as designated by the Commissioner.**

A1.a Examination Results

The Commissioner shall use the results of the examination as a factor in determining eligibility requirement for licensing.

A.1.b Examination Approval

If a license applicant has been rejected by virtue of his examination results, applicant must appeal such results to the vendor providing and administering the exam.

A.1.c Examination Fee

The Building Commissioner, with Board approval, shall prescribe a reasonable examination fee to be paid by the license applicant, said fee to defray the cost of examination administration. This fee may be changed from time to time as the Commissioner deems proper in order to defray the expenses of said examinations.

**A.2 Expiration and Renewal of Licenses or Registrations**

All licenses or registrations, together with the renewal thereof, shall expire on the 31<sup>st</sup> day of December of each year. Thereafter, every licensee or registrant shall have the right, without further examination, to obtain a license of the same classification each calendar year after the issuance of said license or registration, upon the payment to the County Building Department of the prescribed annual license or registration fee. Whenever any license issued under the provisions of the code administered by this Department (in compliance with these Rules and Regulations) has expired for a period of twelve (12) calendar months, the licensee must apply for a new license, pay for, and apply for reinstatement of said license including payment of all delinquent years.

A.2.a A written examination will not be necessary if any license has expired within a period of twelve (12) calendar months of the last day of the year prior to application for a new license. However, a new written test must be taken and successfully passed if said license has expired for a period of twelve (12) calendar months or more.

## CHAPTER 3

### SUSPENSION OR REVOCATION

#### SECTION A

If any person, firm, or corporation obtains a license, or any renewal thereof, by fraud, falsehood, misrepresentation, or deceit in preparing or filing an application or examination herein required, or as to his qualifications as such licensee; or if the Building Commissioner or a representative of the Department prefers charges in writing against a licensee, said charges relating to incompetence, code violations, unethical conduct, fraud, or deceit in the performance of any function of the respective trade by such licensee, then the Board shall fix a time, date, and place for hearing such matter. At least ten (10) days prior thereto, the Board shall serve a written copy of any such charges and notice of the time and place of the hearing thereon upon the licensee, either personally or by registered mail (return receipt requested), addressed to the licensee's last and usual place of business or residence as shown by said application for a license or request for a renewal of license. The ten (10) or more days shall run from the date such notice is so served or mailed as shown by the postmark thereon. The Board may cause an investigation of the facts to be made in such matters and may appoint investigators to conduct the investigation as it sees fit.

#### SECTION B

Revised- 6-25-09

Licensee may appear personally and/or by counsel and may cross-examine witnesses against him and produce evidence in his own behalf. Any complainant shall have the same right. The Board may cause or allow any relevant evidence to be introduced, and a majority of the Board shall decide whether such license should be either suspended or revoked, or they may find for the licensee. The Board shall enter such order in accordance with its findings, which order shall not become effective until ten (10) days after notice and a copy thereof has been served upon the licensee in the same manner required as aforesaid for notice of hearing.

- a. The Board may suspend a license for up to one year, and reinstatement shall not require re-examination.
- b. The Board may revoke a license for a specified period of time. The licensee must petition the Board for reinstatement at the conclusion of the revocation period and, if approved, the Board shall determine if re-examination is required.
- c. The Board may revoke a license permanently.

#### SECTION C

If the Building Commissioner determines that an emergency exists which requires immediate action to protect the public health or safety, he may without notice or hearing issue an order revoking the license of the licensee for charges related to incompetence, code violations, unethical

conduct, fraud, or deceit in the performance of any function of the respective trade by such licensee by giving actual notice or depositing in the United States Mail a registered or certified notice that said license is revoked. Said notice by the Building Commissioner shall outline in writing what the Building Commissioner perceives to be of such great emergency or what actions by the licensee will or are causing the public to be harmed that the normal notice procedure cannot be followed. The license revocation shall commence from the date and time such notice is so served upon the licensee or deposited in the U.S. government mail with proper postage affixed as shown by the postmark thereon.

- (a) Any such licensee shall give up his license immediately and shall comply therewith immediately with the revocation as ordered by the Building Commissioner, but upon petition and written request to the Building Department shall be afforded a hearing as soon as possible before the Building Department Board.
- (b) After such hearing, depending upon its finding as to whether the provisions of this ordinance and of the rules and regulations adopted pursuant thereto have been complied with or violated, the Building Department Board shall continue such order in effect, or modify it, or revoke it.

## **CHAPTER 4**

### **FEES**

Prior to the issuance of any license, registration, or permit, the fee imposed hereinafter in these Rules and Regulations shall be paid in cash at the office of the Allen County, Indiana Building Department.

Revised 6-25-09

#### **SECTION A Permit Requirements**

No work shall be performed by any person or company wherein this Department requires a permit for the construction, maintenance, alteration, demolition, or repair of any structures without said person or company first having obtained a permit from this Department for the performance of said work and the payment of the permit fees as hereinafter required. Permits may not be transferred from one permit holder to any other person or company. All permits must be posted on job site.

Permits covering the work to be performed are to be issued only to licensed or registered permit applicants. However, nothing in these Rules and Regulations shall be construed to prevent a person who owns and occupies a single or two-family residence from securing a permit to personally perform the work allowed by the permit. A self permit shall be issued when an individual shows to the satisfaction of the Building Commissioner that: That person is the owner and resident; no sub-contractors are being hired to perform the work; the property is not a commercial property (such as a rental); and that person has reasonable knowledge of any work and is capable of completing such work. No fee permits shall be required for any agricultural outbuildings.

It shall be the duty of any license or registration holder who secures any permit for work to insure that any work which is sub-contracted under said permit be sub-contracted to an active license or registration holder of this Department who is in good standing and qualified by license or registration to perform that particular work which is to be sub-contracted.



## **SECTION B Licensing and Registration Fees**

<b>A.1 <u>Structural License and Registration Fee</u></b>	<b>Annual License Fee</b>
A.1.a General Contractor	\$ 90.00
A.1.b General Contractor Superintendent	\$ 25.00
A.1.c Building Contractor	\$ 90.00
A.1.d Building Contractor Superintendent	\$ 25.00
A.1.e Residential Contractor	\$ 60.00
A.1.f Residential Contractor Superintendent	\$ 25.00
A.1.g Home Improvement Contractor	\$ 60.00
A.1.h Subsidiary Contractor	\$ 60.00
A.1.i Residential Manufactured Housing Contractor	\$ 60.00
A.1.j Regional/National Account Registration	\$250.00
A.1.k Regional/National Contractor Superintendent	\$ 25.00
<b>A.2 <u>Miscellaneous</u></b>	
A.2.a Rules and Regulations Book	\$ 5.00
A.2.b Ordinance Book	\$ 5.00
A.2.c Copy of license or registration	\$ 5.00
A.2.d Replacement of annual license sticker	\$ 1.00
<b>B.1 <u>Prime Trade/Mechanical License and Registration Fee</u></b>	
<b>B.1.a <u>Electrical</u></b>	
B.1.a.1 Contractor (All Categories)	\$ 90.00
B.1.a.2 Master Electrical (All Categories)	\$ 25.00
B.1.a.3 Journeyman (All Categories)	\$ 15.00
B.1.a.4 Apprentice Registration	\$ 10.00
<b>B.1.b <u>Plumbing</u></b>	
B.1.b.1 Sanitary Plumbing Registration Including Solar	\$ 25.00
<b>B.1.c <u>Non Sanitary Piping License</u></b>	
B.1.c.1 Contractor (All Categories)	\$ 60.00
B.1.c.2 Non Sanitary Supervisor (All Categories)	\$ 25.00
B.1.c.3 Non Sanitary Journeyman (All Categories)	\$ 15.00
B.1.c.4 Apprentice Registration	\$ 10.00

**B.1.d Heating, Ventilation, Air Conditioning, Refrigerant, and Duct Systems**

B.1.d.1	Contractor (All Categories)	\$ 90.00
B.1.d.2	HVAC Supervisor (All Categories)	\$ 25.00
B.1.d.3	HVAC Journeyman (All categories)	\$ 15.00
B.1.d.4	Apprentice Registration	\$ 10.00

**B.1.e Sign Contractor License**

B.1.e.1	Sign Contractor License (All Categories)	\$ 90.00
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**B.2 Miscellaneous**

B.2.a	Rules and Regulations Book	\$ 5.00
B.2.b	Ordinance Book	\$ 5.00
B.2.c	Copy of license or registration	\$ 5.00
B.2.d	Replacement of annual license sticker	\$ 1.00
B.2.e	Regional/National Account Registration (Sign Contractors)	\$250.00
B.2.f	Regional/National Account Superintendent (Sign Contractors)	\$ 25.00

**SECTION C Permit Fees**

**C.1 Commercial Construction - New**

**C.1.a Structural New and Additions**

C.1.a.1 New and additions – 2(.02) cents per sq. ft. of gross floor area for each floor  
-Minimum \$ 60.00

If phasing is required for a project, the following premiums will be applied to any additional permits for each phase:

Structural \$320.00

Fee based on anticipated number of inspections

C.1.a.2 Foundation permits \$60.00, of which \$25.00 credit will be given for the building permit only if permit meets minimum fee after credit has been given. No partial credit will be given.  
-Minimum \$ 60.00

C.1.a.3 Cold Storage/U-Store –  $\frac{3}{4}$  (.0075) cents per sq. ft.  
-Minimum \$ 60.00

C.1.a.4 Parking Garage –  $\frac{3}{4}$  (.0075) cents per sq. ft.  
-Minimum \$ 60.00

C.1.a.5 Communication Towers/Antennas including equipment building.  
-Minimum \$ 60.00

C.1.a.6 Dust Collection System – 2 (.02) cents per sq. ft. of gross floor area for each floor.  
-Minimum \$ 60.00

C.1.a.7 Silo -Minimum \$ 60.00

C.1.a.8 Commercial Job Site Office Trailer \$ 60.00

C.1.a.9 Swimming pools -Minimum \$ 60.00

C.1.a.10 Kiosk/Gazebo	-Minimum	\$ 60.00
C.1.a.11 Re-inspection fee		\$ 40.00

**C.1.b Electrical**

C.1.b.1 New construction and additions – 1 ¼ (.0125) cents per sq. ft. of gross floor area.	-Minimum	\$ 60.00
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If phasing is required for a project, the following premiums will be applied to any additional permits for each phase:

Electrical		\$120.00
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Fee based on anticipated number of inspections

C.1.b.2 Cold Storage, U-Stores, and Parking Garages ¾ (.0075) cents per sq. ft. of gross floor area.	-Minimum	\$ 60.00
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C.1.b.3 Temporary Service		\$ 40.00
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C.1.b.4 Electrical to in ground swimming pool		\$ 60.00
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C.1.b.5 Re-inspection fee		\$ 40.00
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**C.1.c Heating, Ventilation, Air Conditioning, Duct Systems Permits**

C.1.c.1 New construction and additions – 1 ¼ (.0125) cents per sq. ft. of gross floor area.	-Minimum	\$ 60.00
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If phasing is required for a project, the following premiums will be applied to any additional permits for each phase:

HVAC		\$120.00
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Fee based on anticipated number of inspections

C.1.c.2 Cold Storage, U-Stores, and Parking Garages ¾ (.0075) cents per sq. ft. of gross floor area.	-Minimum	\$ 60.00
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C.1.c.3 Gas line only	\$ 40.00
C.1.c.4 Re-inspection fee	\$ 40.00
<b>C.1.d Plumbing Permits, Including Solar</b>	
C.1.d.1 Sanitary plumbing – minimum permit fee. (All plumbing permits must meet the minimum fee).	\$ 40.00
If phasing is required for a project, the following premiums will be applied to any additional permits for each phase:	
Plumbing	\$120.00
Fee based on anticipated number of inspections	
C.1.d.2 Underground piping	\$ 40.00 per inspection
C.1.d.3 Trapped or vented fixtures	\$ 10.00 ea
C.1.d.4 Water heater – new structure or addition of new water heater	\$ 10.00 ea
C.1.d.5 Water service	\$ 10.00 ea
C.1.d.6 Roof sumps (storm drainage)	\$ 5.00 ea
C.1.d.7 Water softener with piping	\$ 20.00 ea
C.1.d.8 Gas line only	\$ 40.00
C.1.d.9 Re-inspection fee	\$ 40.00
<b>C.1.e Non-Sanitary Piping Permit</b>	
C.1.e.1 Piping, solar, fire sprinklers, lawn sprinklers and refrigerant	
A. Contract or estimate up to \$2000.00	\$ 40.00
B. For each additional \$1000.00 or fraction thereof	\$ 4.00

If phasing is required for a project, the following premiums will be applied to any additional permits for each phase:

Non-Sanitary	\$120.00
Fee based on anticipated number of inspections	
C.1.e.2 Gas line only	\$ 40.00
C.1.e.3 Tanks – 1 <sup>st</sup> tank	\$ 40.00
For each additional tank	\$ 40.00 ea
C.1.e.4 In ground swimming pool piping	\$ 40.00
C.1.e.5 In ground swimming pool piping with pool heater	\$ 60.00
C.1.e.6 Re-inspection fee	\$ 40.00
<b>C.1.f Sign Permit</b>	
C.1.f.1 An applicant must satisfy the Building Commissioner that the displays, which the applicant will be installing, meet the wind load requirements of local and state regulations and that if the display contains electrical devices, the display meets national electrical codes. (Signs on the same elevation may be added together).	
C.1.f.2 Non-illuminated, temporary, and outdoor advertising	\$ 60.00
C.1.f.3 Electric signs – all installations and mobile signs:	
A. Mobile signs	\$ 60.00
B. Electric signs	\$ 60.00
C.1.f.4 Re-inspection fee	\$ 40.00

## C.2 **Commercial Construction – Existing**

### C.2.a **Remodel, Repair, Alteration**

C.2.a.1 Interior finish and/or tenant finish on commercial construction require a permit to finish each individual space. Fee based on \$4.00 per \$1000.00 of contract price or 3 (.03) cents per sq. ft., whichever is less.

-Minimum \$ 60.00

If phasing is required for a project, the following premiums will be applied to any additional permits for each phase:

Structural \$240.00

Fee based on anticipated number of inspections

C.2.a.2 Commercial Interior Demolition

-Minimum \$ 60.00

C.2.a.3 Repair and maintenance of decks and ramps for parking  
Garages – .15 (.015) cents per sq. ft.

-Minimum \$ 60.00

C.2.a.4 Commercial pit for paint booth. Fee based on \$4.00 per \$1000.00 of contract price.

-Minimum \$ 60.00

C.2.a.5 Roofing & Siding for each 100 sq. ft. of gross floor area.  
.50 cents per sq. ft. of roofing product

-Minimum \$ 60.00

C.2.a.6 Commercial Job Site Office Trailer

\$ 60.00

C.2.a.7 Re-inspection fee

\$ 40.00

### C.2.b **Electrical**

C.2.b.1 Commercial remodels, alterations, tenant finish, or renovations including, but not limited to, parking lots, recreation areas, service upgrade or service, and electrical sign. Fee based on dollar value of job, including labor, material, and other cost associated with the installation.

- A. Contract or estimate cost of \$2000.00 or less \$ 40.00
- B. Each additional \$1000.00 or fraction thereof \$ 4.00

If phasing is required for a project, the following premiums will be applied to any additional permits for each phase:

Electrical \$ 80.00

Fee based on anticipated number of inspections

- C.2.b.2 All electrical work on any **existing** pool, spa or hot tub \$ 40.00
- C.2.b.3 Re-inspection fee \$ 40.00

**C.2.c Heating, Ventilation, Air Conditioning, Duct Systems Permits**

C.2.c.1 Commercial remodels, alterations, tenant finish, or renovations. fee based on dollar value of job, including labor, material, and other cost associated with the installation.

- A. Contract or estimate cost of \$2000.00 or less \$ 40.00
- B. Each additional \$1000.00 or fraction thereof \$ 4.00

If phasing is required for a project, the following premiums will be applied to any additional permits for each phase:

HVAC \$ 80.00

Fee based on anticipated number of inspections

- C.2.c.2 Gas line only \$ 40.00
- C.2.c.3 Re-inspection fee \$ 40.00

**C.2.d Plumbing Permits, Including Solar**

C.2.d.1 Sanitary plumbing – minimum permit fee. (All plumbing permits must meet the minimum fee). \$ 40.00



If phasing is required for a project, the following premiums will be applied to any additional permits for each phase:

Plumbing	\$ 80.00
Fee based on anticipated number of inspections	
C.2.d.2 Underground piping	\$ 40.00 per inspection
C.2.d.3 Trapped or vented fixtures	\$ 10.00 ea
C.2.d.4 Water heater – replacement only	\$ 20.00 ea
C.2.d.5 Solar panel water heater	\$ 20.00 ea
C.2.d.6 Water service to existing structure	\$ 10.00 ea
C.2.d.7 Roof sumps (storm drainage)	\$ 5.00 ea
C.2.d.8 Water softener with piping	\$ 20.00 ea
C.2.d.9 Gas line only	\$ 40.00
C.2.d.10 Re-inspection fee	\$ 40.00

**C.2.e Non-Sanitary Piping Permit**

C.2.e.1 Piping, solar, fire sprinklers, lawn sprinklers and refrigerant

A. Contract or estimate up to \$2000.00	\$ 40.00
B. For each additional \$1000.00 or fraction thereof	\$ 4.00

If phasing is required for a project, the following premiums will be applied to any additional permits for each phase:

Non Sanitary	\$ 80.00
Fee based on anticipated number of inspections	
C.2.e.2 Gas line only	\$ 40.00
C.2.e.3 Re-inspection fee	\$ 40.00

**C.3 Demolition**

**C.3.a Commercial ground floor**

- A. To and including 4000 sq. ft. \$ 60.00
- B. Over 4000 and including 10,000 sq. ft. \$100.00
- C. Over 10,000 and including 20,000 sq. ft. \$200.00
- D. All demolitions over 20,000 sq. ft. \$300.00
- E. Demolition of pool \$ 40.00

C.3.a.1 Re-inspection fee \$ 40.00

**C.4 Temporary Use**

- A. Fireworks Stands (temporary occupancy-seasonal) \$ 60.00
- B. Electrical permit for fireworks stands \$ 40.00
- C. Tents (no permit required for private properties) \$ 60.00
- D. Non-profit No Fee
- E. Electrical (temp service - electrical contractor only) \$ 40.00

**C.5 Residential Construction - New**

**C.5a Structural new and additions**

C.5.a.1	New home and attached garage 2 ¼ (.0225) cents per sq. ft. -Minimum	\$ 60.00
C.5.a.2	Additional sq. ft. 2 ¼ ¢ (.0225) for homes already under construction – framing inspection not performed yet -Minimum	\$ 15.00
C.5.a.3	Detached structures including but not limited to: garage, carport, gazebo, pole barn, or storage shed 2 ¼ (.0225) cents per sq. ft. -Minimum	\$ 60.00
C.5.a.4	Residential additions 2 ¼ (.0225) cents per sq. ft. Any subsidiary hired by an individual doing his own work, must obtain a permit for his portion of the work. -Minimum	\$ 60.00
C.5.a.5	Foundation only	\$ 40.00
C.5.a.6	Subsidiary permit. Any subsidiary hired by an individual doing his own work, must obtain a permit for his portion of the work.	\$ 40.00
C.5.a.7	Modular homes on private property. 2 ¼ (.0225) cents per per sq. ft. -Minimum	\$ 60.00
C.5.a.8	Manufactured housing <u>not</u> in mobile home parks. (double-wides on private property are modulares).	\$ 40.00
C.5.a.9	Foundation only	\$ 40.00
C.5.a.10	Building permit and foundation	\$ 60.00
C.5.a.11	In ground swimming pools, hot tubs, spas	\$ 40.00
C.5.a.12	Above ground swimming pool with land use	\$ 40.00
	Deck around above ground pool	\$ 40.00
	Both deck and above ground pool	\$ 60.00
C.5.a.13	Re-inspection fee	\$ 40.00

**C.5.b Electrical**

C.5.b.1	New home – 2 ¼ (.0225) cents per sq. ft. of gross floor area including deck, garage, covered porch and basement.	-Minimum	\$ 60.00
C.5.b.2	Duplex – 1 permit per side – 2 ¼ (.0225) cents per sq. ft. of gross floor area including deck, garage, covered porch and basement.	-Minimum	\$ 60.00
C.5.b.3	Additions, including detached structures – 2 ¼ (.0225) cents per sq. ft.	-Minimum	\$ 60.00
C.5.b.4	Detached structures as set forth in C.5.a.3 – 2 ¼ (.0225) cents per sq. ft.	-Minimum	\$ 60.00
C.5.b.5	Electrical for in ground swimming pool		\$ 60.00
C.5.b.6	Electrical for above ground pool		\$ 40.00
C.5.b.5	Re-inspection fee		\$ 40.00

**C.5.c Heating, Ventilation, Air Conditioning, Duct Systems Permits**

C.5.c.1	New home – 2 ¼ (.0225) cents per sq. ft. of gross floor area including deck, garage, covered porch and basement.	-Minimum	\$ 60.00
C.5.c.2	Duplex – 1 permit per side – 2 ¼ (.0225) cents per sq. ft. of gross floor area including deck, garage, covered porch and basement.	-Minimum	\$ 60.00
C.5.c.3	Additions, including detached structures – 2 ¼ (.0225) cents per sq. ft.	-Minimum	\$ 60.00
C.5.c.4	Detached structures as set forth in C.5.a.3 – 2 ¼ (.0225) cents per sq. ft.	-Minimum	\$ 60.00
C.5.c.5	Gas line only		\$ 40.00
C.5.c.6	Re-inspection fee		\$ 40.00

**C.5.d Plumbing Permits, Including Solar**

C.5.d.1	Sanitary plumbing – minimum permit fee. (All plumbing permits must meet the minimum fee).	\$ 40.00
C.5.d.2	Underground piping	\$ 40.00 per inspection
C.5.d.3	Trapped or vented fixtures	\$ 5.00 ea
C.5.d.4	Water heater – new structure or addition of new water heater	\$ 10.00 ea
C.5.d.5	Solar panel water heater	\$ 20.00 ea
C.5.d.6	Water service – new structure	\$ 10.00 ea
C.5.d.7	Roof sumps (storm drainage)	\$ 5.00 ea
C.5.d.8	Water softener with piping	\$ 20.00 ea
C.5.d.9	Gas line only	\$ 40.00
C.5.d.10	Re-inspection fee	\$ 40.00

**C.5.e Non-Sanitary Piping Permit**

C.5.e.1	Piping, solar, fire sprinklers, lawn sprinklers and refrigerant	
	A. Contract or estimate up to \$2000.00	\$ 40.00
	B. For each additional \$1000.00 or fraction thereof	\$ 4.00
C.5.e.2	Gas line only	\$ 40.00
C.5.e.3	Non sanitary pool piping	\$ 40.00
C.5.e.4	Non sanitary pool piping with heater	\$ 60.00
C.5.e.5	Re-inspection fee	\$ 40.00

## C.6 Residential Construction – Existing

### C.6.a Remodel, repair, alteration

C.6.a.1 Residential remodel, repair or alteration.	\$ 60.00
C.6.a.2 Foundation repair	\$ 60.00 per elevation
C.6.a.3 Roofing and siding for each 100 sq. ft. of gross floor area, .50 cents per sq. of roofing product	
-Minimum	\$ 40.00
C.6.a.4 Subsidiary permit. Any subsidiary hired by an individual doing his own work, must obtain a permit for his portion of the work.	\$ 40.00
C.6.a.5 Re-inspection fee	\$ 40.00

### C.6.b Electrical

C.6.b.1 Remodel and complete service change to existing residence, including rewiring, installation of electrical heat, wiring of solar panels or other general repairs. Fee based on dollar value of job including labor, material and other costs associated with installation.	
A. Contract or estimated cost of \$2000.00 or less	\$ 40.00
B. Each additional \$1000.00 or fraction thereof	\$ 4.00
C.6.b.2 All electrical work on an <b>existing</b> pool, spa or hot tub.	\$ 40.00
C.6.b.3 Septic hook ups or service reconnects	\$ 40.00
C.6.b.4 Re-inspection fee	\$ 40.00

**C.6.c Heating, Ventilation, Air Conditioning, Duct Systems Permits**

C.6.c.1 Replacement, remodel & alteration. Fee based on dollar value of job including labor, material and other costs associated with installation.

A. Contract or estimate up to \$2000.00 \$ 40.00

B. For each additional \$1000.00 or fraction thereof \$ 4.00

C.6.c.2 Gas line only \$ 40.00

C.6.c.3 Re-inspection fee \$ 40.00

**C.6.d Plumbing Permits, Including Solar**

C.6.d.1 Sanitary plumbing – minimum permit fee. (All plumbing Permits must meet the minimum fee). \$ 40.00

C.6.d.2 Underground piping \$ 40.00 per inspection

C.6.d.3 Trapped or vented fixtures \$ 5.00 ea

C.6.d.4 Water heater – replacement only \$ 20.00 ea

C.6.d.5 Solar panel water heater \$ 20.00 ea

C.6.d.6 Water service to existing structure \$ 10.00 ea

C.6.d.7 Roof sumps (storm drainage) \$ 5.00 ea

C.6.d.8 Water softener with piping \$ 20.00 ea

C.6.d.9 Gas line only \$ 40.00

C.6.d.10 Re-inspection fee \$ 40.00

**C.6.e Non-Sanitary Piping Permit**

**C.6.e.1 Piping, solar, fire sprinklers, lawn sprinklers and refrigerant**

A. Contract or estimate up to \$2000.00 \$ 40.00

B. For each additional \$1000.00 or fraction thereof \$ 4.00

C.6.e.2 Gas line only \$ 40.00

C.6.e.3 Re-inspection fee \$ 40.00

**C.7 Demolition**

**C.7.a Residential structures**

C.7.a.1 Single family and duplex residences \$ 60.00

C.7.a.2 Detached Garage or accessory structure \$ 60.00

C.7.a.3 Mobile home on private property \$ 60.00

C.7.a.4 Swimming pool \$ 60.00

C.7.a.5 Re-inspection fee \$ 40.00

**C.8 Manufactured Homes in Mobile Home Parks**

C.8.a **Building permit fee** \$ 60.00

C.8.a.1 Set ups includes the following:

A. Foundations and blocking

B. Drains – hook-up

C. Water – hook-up

D. Skirting

E. Tie downs

F. Awnings

G. Tilt outs

H. Air conditioning units

I. Gas line hook-up (4' flex)



C.8.a.2	Electrical permit fee for hook-ups: an electrical contractor shall make all hook-ups.	\$ 40.00
C.8.a.3	Gas line permit fee.	\$ 40.00
	Gas lines <b>other than</b> 4' flex hook-up require licensed plumbing or HVAC contractor.	
C.8.a.4	If an applicant does not own the trailer and does not have an approval letter from the mobile home park, all work and permitting will need to be done by a qualified contractor.	
C.8.a.5	Detached awnings/patio covers, decks (over 30" in height)	\$ 60.00
C.8.a.6	Detached structures including but not limited to: garage, carport, gazebo, pole barn, or storage shed 2 ¼ (.0225) cents per sq. ft.	
	-Minimum	\$ 60.00
C.8.a.7	Roof and siding replacement	\$ 40.00
C.8.a.8	Structural repairs, remodels or alterations	\$ 60.00
C.8.a.9	Addition to structure	\$ 60.00
C.8.a.10	Re-inspection fee	\$ 40.00

**C.9 Miscellaneous**

C.9.a	Permit cancellation charge. Applicable when permits are issued for a project that is then cancelled; where work had not been performed and within 90 days of permit issuance. Original permit fee, minus transfer charge will be credited to new project permit fees.	
	-Minimum	\$ 20.00

**CHAPTER 5**

**INSPECTIONS**

The Building Commissioner or his designated representatives shall inspect work in progress on all construction and at such stages of construction and from time to time as the Commissioner deems proper to fulfill the purpose of applicable codes. Provided, however, that inspections and the schedule thereof shall be uniform as to time, application and procedure, and the said schedule of inspections as promulgated by the Commissioner shall be made available to all licensees and permit holders at the Building Department office.

**SECTION A – Notification of Inspection and Time of Inspection**

**A.1 Duty to Notify**

It shall be the duty of the permit holder to notify the Building Department that the construction work in progress has reached a stage where the Building Commissioner has designated an inspection is customarily required in accordance with the schedule of inspection as promulgated by the Commissioner.

**A.2 Time of Inspection**

The Building Commissioner shall **attempt** to perform all inspections within twenty-four (24) hours (Saturdays, Sundays, and holidays excluded) after being served with the request for inspection.

**A.3 Permit Time Limit**

Revised  
6-25-09

Permits are valid for one year unless an extension is granted by the Building Department. Construction shall commence within sixty (60) days after a permit is issued. If work stops and does not recommence within sixty (60) days/or reasonable progress is not made and does not recommence for sixty (60), the issued permit will expire unless an extension is granted by the Building Commissioner.

The permit holder shall contact the Building Commissioner at least 30 days prior to the expiration of a permit, or the extension thereof, to request an extension of said permit.

**A.4 Action Needed to Cancel Permits**

Upon the mailing of a letter requesting cancellation of all building permits with a copy to the Allen County Building Commissioner, or upon any type of written proof of notice to the other, from either an owner to his contractor or a contractor to the owner, all permits granted to that contractor for his work to be performed by the contractor upon the owner's real estate and/or his building shall be deemed to be cancelled.

## **CHAPTER 6**

### **PROCEDURES FOR ALLEN COUNTY, INDIANA BUILDING DEPARTMENT CERTIFICATE OF OCCUPANCY**

When the residential structural permit holder desires final inspection they should first check the hard copy and be sure that the required Electrical, HVAC, & Plumbing Contractor's final inspections have been completed. The structural permit holder shall have the responsibility of building access for all final inspections.

When the commercial structural permit holder desires final inspection they should first check the hard copy and be sure that the required Electrical, HVAC, Plumbing, Non-Sanitary, & Sign Contractor's final inspections have been completed. The structural permit holder shall have the responsibility of building access for all final inspections.

The structural permit holder shall contact the appropriate Planning and Zoning Administrator to secure the appropriate releases.

The Building Department's certificate of occupancy will be available after two (2) working days from the date of final structural inspection and after all requirements have been met, including Planning and Zoning requirements. These certificates may be picked up at the office of the Building Department by the permit holder or designated representative or the Building Department will mail or fax on request.

## CHAPTER 7

### MANUFACTURING HOUSING IN MOBILE HOME PARKS

#### GOVERNING RULES

- A. Allen County Building Department. Implementing Public Law 312 and Standard for Permanent & Manufactured Homes
- B. A.N.S.I. A2251 / NFPA 501A1
- C. Public Law 312
- D. Manufactures Installation Specifications
- E. Indiana One & Two Family Dwelling Codes

#### **Section A Manufactured Homes in Mobile Home Parks**

1. Each person or entity shall register with the Allen County, Indiana Building Department in order to set-up or be able to do service work on any manufactured home in Allen County. The inspection/permit will allow a dealer to place a home, set-up, including block, level, anchor, and hook-up the utilities as permitted. Also included is sewer, water, and gas line. Water cannot be checked out until there is electric (and heat in winter). Dealer would also be able to place a self-contained central air conditioner unit, connect duct and hoses, and have a licensed electrician (with a permit) hook up the unit.
2. Each person or entity shall pay an annual registration fee to the Allen County, Indiana Building Department for registration.
3. A licensed contractor is required to do all electrical, mechanical, and plumbing hook-ups.
4. Tie downs for the home shall be installed at the time of set.
5. Skirting for each home shall be installed as soon as possible and will be required for a final inspection and occupancy.

## **Section B     Manufactured Homes on Private Lots**

1. Foundation – (crawlspace, basement, or pier system) Permits shall be acquired by a qualified licensed contractor. This permit shall be taken after the set permit has been issued.
2. Manufactured housing placement permits shall be acquired and units placed by a qualified licensed contractor.
3. Electrical permits shall be issued to a licensed electrical contractor.
4. Plumbing permits shall be issued to a registered plumbing contractor.  
(Drain and water connections minimum fee).
5. Heating permits shall be issued to a licensed HVAC contractor.