



ALLEN COUNTY, INDIANA BUILDING DEPARTMENT  
200 E. Berry Street/Suite 180 FORT WAYNE, INDIANA 46802-1299  
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JOHN E.CAYWOOD, Building Commissioner

September 1, 2021

**For Immediate Release**

Due to the latest Covid-19 surge and its effects, the Building Department Lobby will be closed as of Tuesday, September 7th, until further notice. We apologize for the inconvenience. Keeping everyone safe during this time is what matters.

All contractors will be able to conduct all permitting business online as was the procedure during portions of 2020. For those contractors that don't use or haven't used the online process, they are able to use the same process as the homeowners.

Homeowner applicants are able to visit the Building Department website at: <http://www.allencounty.us/building-department> to obtain a PDF copy of a permit application.

Homeowner permitting will be accomplished by completing a paper application and placing it in the drop box located outside the Building Department entrance or sent to: [Ownerpermits@allencounty.us](mailto:Ownerpermits@allencounty.us) to be processed. Paper applications will be processed and applicants will be contacted for payments and permit issuance.

Contractor licensing will be handled the same way as before, during our previous closure. Submitting registration paperwork into our office via mail for final review, conducting a quick virtual meeting that will suffice a face to face appearance. Processing of registration will take place and "Welcome Packet" will be mailed out to newly licensed/registered contractor.

Attached is an email and phone listing for permit clerks, inspectors and other office staff: <http://www.allencounty.us/building-department/9-building-department/1989-building-department-contact-list>. Contractors with scheduling concerns caused by the lobby closure should contact the appropriate inspector.

Phone lines will be open and answered during regular business hours.

John Caywood  
Building Commissioner