

Non-Residential (SITE) Permit Application

(Commercial, Industrial, Religious Institution, Schools, Cell Tower, Colocation, Mutliti-Family Homes.
Including additions and accessory structures)

Filing
Requirements

This permit will not be accepted unless the following three items are included with your application. Permitting process is based on answers given in Section 1; questions 6 and 7. Permits requiring a Site Plan Review are due by 11A.M. Monday morning. Please see the holiday schedule for alternative filing deadlines.

- A complete application – Sections 1 and 2 must be completed and the application signed
- Over the Counter permits require **One Site Plan**. Site Plan Reivew projects require **14 Civil Plans, 8 Architecutal Plans** and **1 Electronic Plans**.
- Application fee \$ _____ (check payable to the Allen County Treasurer)

Please complete 1 through 11 in this Section

Section 1:
Application Information

1. Project Address _____
2. Type of Business Proposed _____
3. Describe the scope of the Project _____
4. Project: New Construction Addition Foundation Only Temporary Trailer
5. Occupancy: Single Tenant Multi Tenant/Family (Number of units) _____
6. Utilities: Will the project have Public Water, Sewer and/or a Sprinkler System Yes No
7. Utility Provider: Sewer Provider (or Septic): _____ Water Provider: _____
8. Gross Square Footage of proposed project: _____
9. Height of proposed structure: _____
10. Estimated Completion Date: _____
11. Estimated Project Cost: _____

Section 2:
Signature

Primary Contact Name _____
Primary Contact Phone Number _____ E-mail _____
Business/Owner Name _____
Business/Owner Phone Number _____ E-mail _____

This Permit is signed by the applicant and issued by the Zoning Administrator, or its duly authorized agent, pursuant to Indiana Code Title 36-7-4, Allen County Code 3 (if in the Allen County), or City of Fort Wayne Code § 157 (if in the City of Fort Wayne). The Applicant granted permission to proceed with the application for the project, but only as approved by the express terms of this Permit. Construction must begin within 90 days of the issuance of this permit; and if construction is not timely commenced, then this Permit shall expire and shall be null and void. There shall be no occupancy and/or use of the project until a Certificate of Compliance is issued by the Zoning Administrator and a Certificate of Occupancy is issued by Allen County Building Commissioner.

Applicant Signature: _____ **Date:** _____

Office Use Only – Do Not Fill Out Information Below this Line

Planning Jurisdiction: AC FW HT WB GB MV

Notes: _____

Payment Type: Cash Check Credit Card (on line only) Rcpt # _____

Check #/Credit Card Approval #/Cash Amount: _____

Approved By: _____ SITE- _____

