

Contact us First!

To ensure your project is compliant with local and state laws, contact the appropriate agencies before beginning any construction.

We want your project and business to be successful!

Our Values:

Accountability, Community, Cooperation, Fairness, Efficiency, Growth, Integrity

Projects located in the right of way will need Right of Way approval and may require an encroachment agreement: Contact them at 260.427.6155.

Quick Reference Guide	Department of Health	Building Department	Fort Wayne Fire	Department of Planning	City Utilities Development Services
Outside food preparation	X				
Serving food outside	X				
Seating	X				
Deck	X	X	X	X	X
Canopy		X	X	X	
Electrical or heating		X	X		
Tent	X	X	X	X	X
Patio	X	X	X	X	X
Fence				X	X
Plumbing Changes	X	X			X
Paving materials					X



Fort Wayne and Allen County Permitting

Permit System Coordinator
Phone: 260.427.5982
E-mail: kate.love-jacobson@co.allen.in.us

Fort Wayne and Allen County Permitting

Guidelines for Restaurant Outdoor Dining



Department Contacts

Permit System Coordinator

Responsibility: Assist citizens in navigating permitting system, acts as liaison in resolving issues with permitting agencies

Office: Citizens Square, 200 E. Berry Street, Room 171

Kate Love-Jacobson

260.427.5982 (office) 260.414.5640 (cell)

kate.love-jacobson@co.allen.in.us

Department of Health—Food Division

Responsibility: Outside food preparation is covered by both state law and local ordinance. If merely serving food outside, there are no restrictions. Outside cooking requires appropriate covering from insects, elements, animals, etc. Must have handwashing, overhead cover, a means of dishwashing, refrigeration and hot-holding. Seating requirements during the COVID-19 will be reviewed for social distancing. Every situation is different and may necessitate different requirements. It is best to contact the Department of Health Food Division at the beginning of your planning process.

Office: Citizens Square, 200 E. Berry Street, Suite 360

Steve Schumm, Director of Food and Consumer Protection

260.449.7109

steve.schumm@co.allen.in.us

Allen County Building Department:

Responsibility: Applicants must obtain permits for construction of decks, canopies, installing electrical or heating systems. The State of Indiana requires that construction related to commercial structures receive a State Plan Design Release. Tents are regulated by both the State of Indiana and the Allen County Building Department.

Office: Citizens Square, 200 E. Berry Street, Suite 180

260.449.7131

If you are unable to reach someone, contact the Permit System Coordinator to assist you.

Fort Wayne Fire Department

Responsibility: Temporary structures (tents) must be approved for egress and flame retardant material.

Office: Assistant Chief Jim Murua, Fire Marshall

260.427.1479

jim.murua@cityoffortwayne.org

Department of Planning Services

Responsibility: New canopies, decks, patios, or fencing require permit approval prior to the start of construction. Call with questions or email a site plan for review.

Office: Citizens Square, 200 E. Berry Street, Suite 150

Ben Roussel, Senior Planner

260.449.4473 (office)

ben.roussel@allencounty.us

City Utilities Development Services

Responsibility: Making changes to plumbing systems (water and/or sewer). Construction of new patios using paving materials (asphalt, brick, concrete, stone) may require a connection to the existing drainage system to ensure proper drainage, or a new connection directly to a city storm sewer if not able to connect to their existing drainage system. A direct connection to a city storm drain could be expensive, so alternatives should be sought to avoid this requirement on a case-by-case basis.

Office: Citizens Square, 200 E. Berry Street, Suite 250

Water: Rick Seals, Engineering Rep.
260.427.2699,
rick.seals@cityoffortwayne.org

Sewer: Lisa Ramos, Engineering Rep.
260.427.2688

lisa.ramos@cityoffortwayne.org

Storm Water: Patrick Joley, Engineering Rep, 260.427.2328

patrick.joley@cityoffortwayne.org

Indiana Department of Homeland

Security:

Responsibility: Reviews commercial construction plans and provides a State Design Release for local construction projects.

Office: 302 W. Washington St.

Indianapolis, IN 46204-2739

317-232-2222

Email: planreview@dhs.in.gov