



Fort Wayne-Allen County Department of Health

1 E. Main St., 5th Floor ♦ Fort Wayne, IN 46802 ♦ (260) 449-7561 ♦ (260) 427-1391-fax
www.fw-ac-deptofhealth.com

FOOD ESTABLISHMENT FAQs

Q: What do I need to do to cater out of my home?

A: You'll need to speak with our department about the specifics. The Indiana Food Code only allows in-home food preparation under certain conditions. Call the Fort Wayne-Allen County Health Department at (260) 449-7561 to set up an appointment.

Q: I want to open a new food establishment. What do I need to do?

A: You'll need to speak with a member of our Department. They can explain the process for submitting plans and setting up inspections. (There is a document on our webpage called "Guidelines for New Establishments" that may help you).

Q: I'm going to buy an existing food establishment. What do I need to do?

A: You'll need to speak with a member of our Department. They can explain the process for submitting plans and setting up the inspections. It is extremely important to talk to our Department prior to the actual change in ownership – as we can give you an all-inclusive list of how to bring the establishment into compliance. (There is a document on our webpage called "Guidelines for Establishments Changing Ownership" that may help you).

Q: We are a non-profit organization; do we need a license to sell food at our bake sales?

A: It depends on how many days per year your organization engages in food sales. If you operate under 30 days per calendar year – then most likely you do not need a permit. You do need to speak with the Food Division Director and submit a copy of your tax exemption certificate, date, and location of your food event.

Q: Where can I get a copy of the Indiana Food Code (410 IAC 7-24) and the Allen County Food and Beverage Ordinance (Title 10, Article 2)?

A: Both are available for printing from our website. The Food Ordinance can also be picked up at the Fort Wayne-Allen County Department of Health, 1 E. Main St., 5th Floor, Fort Wayne, Indiana.

Q: We are going to take part in a festival / fair – what do we need to do?

A: You'll need to apply for a Temporary Food Establishment Permit. The cost is \$35 for each two consecutive days at the same location. (The application and guidelines are also available on our website).

Q: We have a licensed food establishment. Can we have a cookout / hog roast, etc., outside of the restaurant?

A: You will need an additional permit to do so. Call the Department to schedule an appointment or have your questions answered.