



## Guidelines for Change of Owner/Operator of Food Establishments

**NOTE:** Food Establishment Permits are NOT transferable from one owner of an establishment to another. The new permittee taking over a continuously operating food establishment must obtain a 90-day probationary food permit for the business. In order to qualify for a new annual food permit (at the end of the 90-day probationary period), the establishment must meet all current Food Code requirements. The procedure to obtain a proper permit is outlined below.

1. **CONTACT FIRE AND BUILDING DEPARTMENTS.** All food establishments must be in compliance with current Fire and Building Codes. Contact the applicable departments using the contact information on the reverse side of this form for their requirements and approval.
2. **CONTACT THE FORT WAYNE-ALLEN COUNTY DEPARTMENT OF HEALTH.** Prior to the actual change of ownership, call our Department to inform us of the impending transaction. We can be reached at 260-449-7562, Monday through Friday from 8:00 am to 5:00 pm.
3. **SCHEDULE A PRELIMINARY INSPECTION OF THE ESTABLISHMENT.** Make an appointment with the appropriate inspector to have them conduct a change of ownership inspection of the establishment. Allow at least two working days for scheduling. It is recommended that this inspection be conducted prior to the ownership change with both the present and future owners in attendance. The inspection report will list all items that must be corrected to bring the establishment into compliance with current Food Code Requirements.
4. **SUBMIT PLANS, IF APPLICABLE.** If the establishment is to undergo remodeling/additions, plans must be submitted prior to construction to this Department for review. (See "Plan Content Requirements" for content and specific requirements for submitted plans). At that time, a Plan Receipt will be issued, which will allow your contractor to obtain necessary Building Permits. ***Failure to submit plans before construction commences may result in the issuance of an immediate stop work order and the assessment of a fine. Work will not be allowed to resume until plans have been submitted and the fine has been paid.***
5. **OBTAIN A 90-DAY PROBATIONARY PERMIT.** Submit a completed permit application and all applicable fees for a 90-day probationary permit to the Health Department. **Note:** The permit must be applied for PRIOR to change of ownership to avoid penalty fees. Once the Health Department has received the application and fees, a 90-day Probationary Permit will be issued. The establishment has 90 days to come into compliance with all of the Food Code requirements as noted on the preliminary inspection. **Note:** Fees must be submitted to the Health Department in person or by mail as no fees may be received in the field.
6. **SCHEDULE FINAL APPROVAL INSPECTION.** Make all required corrections prior to the expiration of the 90-day Probationary Permit. An inspection will be conducted the day following the permit expiration date (or so), unless the owner calls to schedule an earlier day. Allow at least two working days for scheduling. If all corrections are completed, the establishment will be approved for an annual food establishment permit. ***If all corrections are not completed, the establishment may be closed immediately.***

# BUILDING AND FIRE DEPARTMENT CONTACT INFORMATION ALLEN COUNTY- VOLUNTEER DEPARTMENTS



**Fort Wayne-AlLEN County Department of Health**  
(260) 449-7561

**Allen County Building Department**  
Commercial Building Inspector - (260) 449-7546

**Allen County Department of Planning Services**  
(260) 449-7607

**Community & Economic Development (Zoning)**  
(260) 427-1129

## **FIRE DEPARTMENT INFORMATION:**

**FORT WAYNE FIRE DEPARTMENT (within city limits)**  
(260) 427-1479 (Call between 8:00 – 9:00 a.m. and 4:00 – 5:00 p.m.)

**ABOITE TWP FIRE DEPT #1**  
11321 Aboite Ctr Rd – Fort Wayne, IN 46814 – (260) 436-1449

**ARCOLA FIRE DEPT**  
PO Box 122 – Arcola, IN 46704 – (260) 625-3474

**HOAGLAND FIRE DEPT**  
11316 Hoagland Rd – Hoagland, IN 46745 – (260) 639-6161

**HUNTERTOWN FIRE DEPT**  
15412 Lima Rd – Huntertown, IN 46748 – (260) 449-3696

**MONROEVILLE FIRE DEPT**  
205 W South St – Monroeville, IN 46797 – (260) 623-6234

**NEW HAVEN-ADAMS FIRE DEPT**  
910 Hartzell Rd – New Haven, IN 46774 – (260) 493-7500

**NORTHEAST FIRE & EMS DISTRICT**  
15226 Tonkel Rd – Leo, IN 46765 – (260) 627-2272  
Box 428 – Grabill, IN 46741 – (260) 627-5133

**POE FIRE DEPT**  
3619 Yoder Rd – Fort Wayne, IN 46819 – (260) 639-3992

**ST JOE TOWNSHIP FIRE DEPT**  
6033 Maplecrest Rd – Fort Wayne, IN 46815 – (260) 485-5612  
(Unincorporated St. Joe Twp., & portions of Milan Twp.)

**SOUTHWEST ALLEN CO FIRE DIST**  
12912 Indianapolis Rd – Yoder, IN 46798 - (260) 747-7786

**WASHINGTON TWP FIRE DEPT**  
1834 W Wallen Rd – Fort Wayne, IN 46818 – (260) 449-3671

**WOODBURN FIRE DEPT**  
22371 Main St – Woodburn, IN 46797 – (260) 632-5218

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