



Guidelines for New Food Establishments

NOTE: Newly constructed retail food establishments or those food establishments that have closed and are planning to be re-opened under new ownership, must obtain a valid food permit. In order to qualify for an annual food permit, 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. **SUBMIT PLANS.** A full set of plans must be submitted to this Department prior to construction of a new establishment or remodeling of an existing building. (See "Plan Content Requirements" for content and specific requirements for submitted plans). At that time, a Plan Receipt will be issued. The contractor must take the plan receipt to the Building Department in order to obtain all necessary Building Permits. ***Failure to submit plans before construction commences may result in the issuance of an immediate stop work order and assessment of a fine. Work will not be allowed to resume until plans have been submitted and the fine paid.***
3. **BEGIN BUILDING OR REMODELING.** Once plans are submitted and Building Permits are obtained, you may begin construction. We do recommend, however, that you pay special attention to the plan review once it is received (See #4 below) – especially if this your first project in Allen County, Indiana.
4. **REVIEW THE FOOD ESTABLISHMENT PLAN REVIEW FORM.** The Health Department will conduct a plan review of submitted plans and a copy of the review will be mailed to the person listed on the "Plan Review Mailing Address" as noted on the Plan Receipt. **Note:** The plan review must be shared with all responsible parties involved in the project to ensure all requirements are met.
5. **SCHEDULE A PRELIMINARY INSPECTION OF THE ESTABLISHMENT.** Contact the appropriate inspector to conduct a preliminary inspection anytime during the construction process, allowing at least two working days for scheduling. The inspection report will list any items that have yet to be addressed or corrected to bring the establishment into compliance with current Food Codes.
6. **SUBMIT A FOOD PERMIT APPLICATION AND PAY FEES.** The operator of the food establishment, not the architect or contractor, must submit an application for a food permit and pay all applicable fees. The Health Department must receive the application and fees before a final approval inspection will be scheduled. **Note:** Fees must be submitted to the Health Department in person or by mail as no fees may be received in the field.
7. **SCHEDULE FINAL APPROVAL INSPECTION:** Once all items as listed on the preliminary inspection have been completed and the food permit application and fees have been submitted, a final inspection can be scheduled. Contact the appropriate inspector, allowing at least two working days for scheduling. If all Food Code requirements are met, the establishment will be approved for an annual food establishment permit. **Note: *No food items may be brought into the retail food establishment until a valid food permit is obtained.***



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 8-9:00 am and 4-5:00 pm)

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