



Guidelines for Permitting of Aquatic Venues

NOTE: Newly constructed aquatic venues or those venues that have closed and are planning to be re-opened under new ownership, must obtain a valid annual or seasonal pool/spa permit from the Allen County Health Department. In order to qualify for an annual or seasonal pool/spa permit, the venue must meet all **current** State and Local Pool Code requirements. The procedure to obtain a proper permit is outlined below to assist you:

1. **SUBMIT PLAN REVIEW QUESTIONNAIRE(S)**. Complete the enclosed Plan Review Questionnaire for each pool, water feature, and/or spa PRIOR TO beginning construction or doing any remodeling. If you have submitted a full set of plans to the Department of Planning Services as part of a Site Plan or Improvement Location Plan submittal, then we will do our best to view them as submitted electronically. Since the plans submitted electronically are often too small for us to read and make determinations on (especially if exact measurements are needed or wording cannot be discerned), it is possible a printed full set of plans will be required. We **recommend** (only to speed the review process) that you submit a full printed set of plans with your Plan Review Questionnaire(s). If you choose not to submit them, which is allowable, just be aware that a full printed set might be needed during the review process if problems are encountered. Once we receive your Plan Review Questionnaire(s) (and plans if applicable), we will conduct a plan review of the project. The review process can take approximately three (3) to five (5) business days, but we make every effort to review them as quickly as we can. A copy of the plan review outcomes will be mailed to the person/address listed on the Plan Review Questionnaire(s) under "Plan Review Mailing Address". The plan review outcomes letter we send you should be shared with all applicable responsible parties involved in the project (property owner, architect, contractor, pool designer, etc.) to ensure all requirements are met prior to final inspections. If the flow rates or turnover time (or any other items) do not meet the requirements and must be corrected requiring new pumps and/or piping, a set of revised plans must be submitted and approved. A new plan review outcome letter will be sent following the second review process with the new plans.
2. **BEGIN BUILDING OR REMODELING ONCE PLAN REVIEW IS COMPLETE**. Once we have completed our plan review process and provided you with the Plan Review Outcomes Letter, and once you have obtained any needed Building Permits or other Departmental permits, you may begin construction/remodeling. We do recommend, however, that you pay special attention to the plan review outcomes letter you will receive (See #4 below) – especially if this your first project in Allen County, Indiana. We want to ensure you adhere to the changes it may specify to avoid any problems during the construction or inspection process. We are always available to answer questions throughout your project.
3. **SCHEDULE A PRELIMINARY INSPECTION OF THE AQUATIC VENUE**. Contact the Department of Health to conduct a preliminary inspection anytime during the construction process, allowing at least two working days for scheduling. The inspection report from this inspection will list any items that have yet to be addressed or need to be corrected to bring the venue into compliance with current Pool Codes. There is no charge for these inspections, and we can do more than one if needed, and it simply lets our Department staff assist you with an informal walk-thru-like visit to chat about items that need completed before the final pool inspection and answer your questions. This is HIGHLY suggested because it helps lessen any unexpected issues at the final/opening inspection.
4. **SUBMIT A POOL PERMIT APPLICATION AND PAY FEES**. The operator of the aquatic venue, not the architect or contractor, must submit the enclosed application for pool permits (each pool/water feature/spa at the location must be noted on the application) and pay all applicable fees. The Department of Health must receive the application and fees before a final approval inspection will be scheduled. **Note:** Payments and applications must be submitted to the Department of Health in person or by mail as no money may be accepted in the field.

5. **SCHEDULE FINAL APPROVAL INSPECTION:** Once all items as listed on the preliminary inspection have been completed and the pool permit application and fees have been submitted, a final inspection can be scheduled. Contact the Department at (260) 449-7126, allowing at least two working days for scheduling. If your venue is scheduled to open in late May or early June, we would suggest calling more than 2 working days in advance to schedule to ensure we can accommodate your needs. If all Pool Code requirements are met (including a satisfactory bacteriological water sample for each pool/water feature/spa), the establishment will be approved for an annual or seasonal aquatic venue permit and allowed to operate. **Note:** *No use of the pool, water feature, or spa may occur until a valid pool permit is obtained and you have been approved to operate by any other applicable permitting/regulatory departments (such as the Fire Department, Building Department, etc.).*

NOTES:

- All aquatic venues must be in compliance at all times with current Fire, Building, and Zoning Codes. Building permits must be obtained from the Allen County Building Department prior to any work being conducted and they must approve your venue for operation prior to use of the facility. We have provided the contact information for some of these departments for your convenience on the reverse side of this form should you need to contact them throughout the process.
- IF FOOD/BEVERAGES WILL BE SOLD/GIVEN AWAY AT THE AQUATIC VENUE, THE DEPARTMENT OF HEALTH'S FOOD & CONSUMER PROTECTION DIVISION MUST BE CONTACTED PRIOR TO CONSTRUCTION AS WELL TO GO THROUGH THE APPLICABLE FOOD ESTABLISHMENT PLAN REVIEW PROCESS TO ENSURE COMPLIANCE WITH THE INDIANA STATE FOOD PROTECTION RULES. You may reach them at 260-449-7562.

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

Allen County Department of Health
(260) 449-7561 (main department line)

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)
3-1-1

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