

**Department of Planning Services**  
**IMPROVEMENT LOCATION PERMIT and CERTIFICATE OF COMPLIANCE**

Project Address (Please type or print clearly) \_\_\_\_\_

Subdivision (Development) Name \_\_\_\_\_ Section \_\_\_\_\_ Lot No. \_\_\_\_\_

Project Description \_\_\_\_\_ Acreage \_\_\_\_\_

Applicant \_\_\_\_\_

Property Owner \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_ ZIP \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_ ZIP \_\_\_\_\_

Tel ( ) \_\_\_\_\_ Fax \_\_\_\_\_

Tel ( ) \_\_\_\_\_

Email \_\_\_\_\_

Email \_\_\_\_\_

Is this site serviced by a septic system? Yes  No  Sewer provider is? \_\_\_\_\_

Is this a second dwelling on the property? Yes  No  Water provider is? \_\_\_\_\_

Estimated Construction Cost \$ \_\_\_\_\_ Estimated Completion Date \_\_\_\_\_

When certified below, this Improvement Location Permit is issued by the Department of Planning Services Zoning Administrator, pursuant to Indiana Code Title 36, Allen County Code title 3, and City of Fort Wayne Code §157.223. Permission is granted to proceed with the project as approved. **Construction must begin within 60 days (County) and 90 days (City) of approval or this permit is void.** Occupancy and/or use of the project is strictly prohibited until a Certificate of Compliance is issued by the Zoning Administrator and a Certificate of Occupancy is issued by the Allen County Building Commissioner.

Applicant Signature \_\_\_\_\_ Printed Name \_\_\_\_\_ Date \_\_\_\_\_

**Residential/Agricultural Construction**

New Construction  Addition  Fence *Fence Type* \_\_\_\_\_ *Fence Height* \_\_\_\_\_

Single-Family  Two-Family  Multi-Family/# of Units \_\_\_\_\_  Modular Home  Manufactured Home  Mobile Home

Square Footage \_\_\_\_\_ Height \_\_\_\_\_

**Other Residential/Agricultural Construction (Please Check the Type of Construction)**

Deck  Garage  Barn  Ag Building  Shed  Open Porch  Pool with Cover  Pool with Fence Other: \_\_\_\_\_

Dimensions \_\_\_\_\_ Height \_\_\_\_\_

Is this for personal or commercial use? Personal \_\_\_\_\_ Commercial \_\_\_\_\_

**Commercial/Industrial/Public and Quasi Public Construction**

New Construction  Addition  Fence *Fence Type* \_\_\_\_\_ *Fence Height* \_\_\_\_\_

Commercial  Industrial  Public/Quasi Public \_\_\_\_\_ C of C's Req'd – 1 per Tenant Finish \_\_\_\_\_

Single-Tenant Bldg.  Multi-Tenant Bldg/# of Units \_\_\_\_\_  Other: \_\_\_\_\_

Dimensions \_\_\_\_\_ Height \_\_\_\_\_ Area of Disturbance \_\_\_\_\_

**Signs**

On Premise \_\_\_\_\_ Off Premise \_\_\_\_\_

Type \_\_\_\_\_ Sq. Ft \_\_\_\_\_ Height \_\_\_\_\_ LED/Video Yes  No

Setbacks (Front and Sides) Property Lines: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Distance From other signs: \_\_\_\_\_

**Certificate of Compliance**

Business Name: \_\_\_\_\_

Business Description: \_\_\_\_\_

**OFFICE USE ONLY**

Planning Jurisdiction  AC  FW  GB  HT  MV  WB Township \_\_\_\_\_ Sec # \_\_\_\_\_

Pin Number \_\_\_\_\_ Zoning \_\_\_\_\_ Map Num. \_\_\_\_\_ Address Ok? \_\_\_\_\_ Setbacks OK? \_\_\_\_\_

Land Use Code \_\_\_\_\_ Census Tract \_\_\_\_\_ Traffic Zone \_\_\_\_\_ Flood No. \_\_\_\_\_ Zone \_\_\_\_\_ Send Letter? \_\_\_\_\_

Dept. of Health Approved? Y  N  NA  Reviewed By \_\_\_\_\_ Date \_\_\_\_\_

Sidewalks Required? Y  N  ROW Permit Required? Y  N  Historic District? Y  N  Greenway District? Y  N

Holds:  DPS  ACSO  ACHD  INDOT  Aqua  DPS Flood  FWNWS  
 FWSD  FWWD  FWSE  FWTD  FWWPCP  FWSWD  FWFD  Parks

**Notes:**

**Allen County Building Dept.**  
**Final Date:** \_\_\_\_\_  
**By:** \_\_\_\_\_

ILP ISSUED

BUILDING DEPT.

C OF C ISSUED

Receipt No. \_\_\_\_\_

Approved By \_\_\_\_\_

C of C By \_\_\_\_\_

ILP/CofC No