

**AN ORDINANCE ESTABLISHING PERMIT FEES FOR BUSINESS REGULATIONS**  
**AS SECTION 158 OF THE NEW ALBANY CITY CODE**

WHEREAS, the City of New Albany has various departments and agencies that require individuals to obtain permission or permits prior to performing certain functions in the City.

WHEREAS, the fees and permits are set by Ordinance.

WHEREAS, the permits and fees are in need of codification and modification.

WHEREAS, the Common Council believes it is necessary to update these permits and fees.

**NOW, THEREFORE, BE IT ORDERED BY THE COMMON CITY COUNCIL OF THE CITY OF NEW ALBANY, INDIANA, AS FOLLOWS:**

**158.00 Permit fees and costs for Business Regulations**

**158.01 Building Permits:**

**1. Single Family Dwellings and Townhomes:**

- a. New Construction, **.15 sq. ft.** or \$125.00 minimum + **.05 sq. ft.**
- b. Additions, **.15 sq. ft.** or \$125.00 minimum + **.05 sq. ft.**  
**(above fees includes: decks, porches, lean-to, etc.)**
- c. Interior Remodeling, **.15 sq. ft.** or \$125.00 minimum
- d. Accessory structures, **.15 sq. ft.** or **\$125.00 minimum + \$25.00 flat fee**  
**\*\* Utility Bldgs. and Sheds, 10ft x 12ft or smaller, \$35.00 flat fee \*\***
- e. Relocation, **.15 sq. ft. + .05 sq. ft.** or **\$125.00 or \$50.00 minimum**
- f. Demolition, **\$100.00 flat fee (per structure)**
- g. Additional \$25.00 included for Certificate of Occupancy on SFD, all other permits named above must request for C of O then a fee will be charged.

**2. Commercial, Industrial and Apartments:**

- a. New Construction, **.15 sq. ft. + .05 sq. ft.** or **\$300.00 + \$100.00 minimum**
- b. Additions, applies the same as A
- c. Remodeling / repairs, **.15 sq. ft.** or \$300.00 minimum
- d. Accessory structures, **.15 sq. ft. + .05 sq. ft.** or **\$300.00 + \$100.00 minimum**
- e. Relocation, **.15 sq. ft. + .05 sq. ft.** or **\$300.00 + \$100.00 minimum**
- f. Demolition, **\$250.00 flat fee (per building)**
- g. Additional \$25.00 included for Certificate of Occupancy

**4. Electrical:**

- a. Meter- Base, **\$25.00** service charge
- b. Electric up-grade, **\$25.00 + .50 per added amps**  
(includes: Residential, Commercial, and Industrial)
- c. Residential, Temp-pole **\$25.00** service charge
- d. Commercial, Temp-pole **\$50.00** service charge
- e. Service / Repair Work, **\$50.00** service charge
- f. Residential and Commercial, Re-connect **\$50.00** service charge

**5. HVAC / APPLIANCES: (Residential, Commercial, and Industrial)**

- a. Air Conditioning Unit, **\$40.00**
- b. Heating Unit, **\$40.00**
- c. Combination Unit, **\$80.00**
- d. Appliance Hood, **\$40.00**

**6. Plumbing: (Residential, Commercial, and Industrial)**

- a. First fixture, **\$35.00** with each additional fixture, **\$4.00**  
(This includes a water heater as a fixture).
- b. Water Heater replacement, **\$35.00 flat fee.**

**7. Swimming Pools:**

- a. Single family, Above-ground, **\$50.00**
- b. Single family, In-ground, **\$75.00**
- c. Multi-family / Commercial, **\$200.00**

**8. Contractor License: (New / Renewal)**

- a. Residential, **\$50.00** per year
- b. Commercial, **\$100.00** per year
- c. Electrical, **\$100.00** per year
- d. Electrical Supervisor, **\$50.00** per year
- e. HVAC, **\$100.00** per year
- f. Plumbing, **\$50.00** per year
- g. Plumbing Journeyman, **\$25.00** per year

**9. Other Fees:**

- a. Permit renewal, **\$25.00**
- b. Re-inspection, **\$25.00**
- c. Fence, **\$35.00**
- d. Foundation-only, **50% of permit cost**
- e. New Sprinkler inspection, **\$100.00 + .25 per head**
- f. Alterations Sprinkler System, **\$50.00 + .25 per head**

**How to obtain a City Contractor's License:**

Recognized Tests: Exterior, Block, International Code Council

Required Test for Residential Contractor: W 13 National Standard Residential Building Contractor (A)

Required Test for Commercial Contractor: W 11 National Standard Commercial Building Contractor (C)

Required Test for Residential & Commercial Contractor: W 12 National Standard Building Contractor (B)

Required Test for Master Electrician: N 16

Required Test for Master Mechanical: W 29

**Contractor's License regarding:**

**Electrical / HVAC / Plumbing:**

Must present certification and copy of license (or existing test results from other jurisdictions)

Copy of a Photo I.D.

**Insurance requirements for All Contractors:**

\$1,000,000.00 policy with the City of New Albany as certificate holder



# City of New Albany, Indiana

David Brewer  
Building Commissioner

## APPLICATION FOR BUILDING and/or DEMOLITION PERMIT

Approved: Building: \_\_\_\_\_ Planning: \_\_\_\_\_ Sewer: \_\_\_\_\_

### 1. Is your building:

\_\_\_\_\_ Residential

\_\_\_\_\_ Commercial

\_\_\_\_\_ New

\_\_\_\_\_ Existing

\_\_\_\_\_ Deck

\_\_\_\_\_ SFD

\_\_\_\_\_ Multi-Family

\_\_\_\_\_ Addition

\_\_\_\_\_ Patio Enclosure

\_\_\_\_\_ Fence

### 2. What are you doing?

\_\_\_\_\_ Garage (attached / detached)

\_\_\_\_\_ Carport (attached / detached)

\_\_\_\_\_ Interior / Exterior Renovation

\_\_\_\_\_ Commercial - Interior / Exterior

\_\_\_\_\_ Storage / Shed \_\_\_\_\_ 12x10  
(or smaller)

### 3. Project Details (if applicable):

\_\_\_\_\_ One Story \_\_\_\_\_ Two Story \_\_\_\_\_ Other \_\_\_\_\_ Explain

\_\_\_\_\_ Number of Bedrooms \_\_\_\_\_ Dimensions of structure

\_\_\_\_\_ Number of Bathrooms \_\_\_\_\_ Total Sq. Ft. of Structure w- BSM/Garage

\_\_\_\_\_ BSM \_\_\_\_\_ Garage \_\_\_\_\_ Estimated Cost of Project

### 4. Location Information:

Address of work site: \_\_\_\_\_ Lot / Ste. \_\_\_\_\_

Contractor's name on the work site: \_\_\_\_\_

Contractor # / e-mail on the work site: \_\_\_\_\_

### 5. Property Information:

Name of Property Owner: \_\_\_\_\_ Phone: \_\_\_\_\_

X \_\_\_\_\_  
Signature

\_\_\_\_\_  
Date





# City of New Albany, Indiana

David Brewer  
Building Commissioner

## APPLICATION for HVAC and/or APPLIANCE PERMIT

Please check one:      COMMERCIAL: \_\_\_\_\_ RESIDENTIAL: \_\_\_\_\_

Name of Business (if Commercial site): \_\_\_\_\_

Work Site Address: \_\_\_\_\_ Lot# /Ste. \_\_\_\_\_

Owner's name(s) (if Residential): \_\_\_\_\_

Work Site Address: \_\_\_\_\_

Contractor's name & phone on the work site: \_\_\_\_\_

Contact e-mail: \_\_\_\_\_

1. Fee regarding any new or replacement HVAC Unit, Residential or Commercial shall be charged \$40.00 per unit. Combination is \$80.00 per.

2. Please check to what permit applies:

\_\_\_\_\_ Air Conditioning Unit      \_\_\_\_\_ Heating Unit

\_\_\_\_\_ Combination      Total: \$ \_\_\_\_\_

3. Appliance Hood, \$40.00 each.      \_\_\_\_\_ X \$40.00 = \$ \_\_\_\_\_

### \*\*\*REMINDER FOR CONTRACTORS\*\*\*

When mailing in applications, please remember to send a self-addressed stamped envelope to receive your copy.



# City of New Albany, Indiana

David Brewer  
Building Commissioner

## PLUMBING PERMIT APPLICATION

Please check one:      COMMERCIAL: \_\_\_\_\_      RESIDENTIAL: \_\_\_\_\_

Name of Business (if commercial): \_\_\_\_\_

Work Site Address: \_\_\_\_\_ Lot # / Ste.: \_\_\_\_\_

Owner's name(s) (if residential): \_\_\_\_\_

Work Site Address: \_\_\_\_\_

Contractor name & phone on work site: \_\_\_\_\_

Contractor e-mail: \_\_\_\_\_

1. Fee regarding the plumbing permit, Residential or Commercial is a minimum of \$35.00. Each Additional fixer after will be \$4.00, please include a water heater as a fixture.

First Fixtures: \$35.00      \$ \_\_\_\_\_

Additional Fixtures: \_\_\_\_\_ X \$4.00      \$ \_\_\_\_\_

Total: \$ \_\_\_\_\_

2. Fee regarding replacement of water heaters is \$35.00 each.

Number of water heaters being replaced: \_\_\_\_\_ X \$35.00      Total: \$ \_\_\_\_\_

**\*\*\*\*REMINDER FOR CONTRACTORS\*\*\*\***

**When mailing in applications, please remember to send a self-addressed stamped envelope to receive your copy.**



# City of New Albany, Indiana

David Brewer  
Building Commissioner

## APPLICATION FOR FIRE PROTECTION SYSTEM INSTALLATION

Please check one:      COMMERCIAL: \_\_\_\_\_      INDUSTRIAL: \_\_\_\_\_

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

Owner Name of Business: \_\_\_\_\_

Work Site Address: \_\_\_\_\_ Lot / Ste.: \_\_\_\_\_

Contractor's Name on Work Site: \_\_\_\_\_

Contractor's Phone No. on Work Site: \_\_\_\_\_

Contractor E-mail: \_\_\_\_\_

### What type of system being installed?

1. Fire suppression for range hoods:

\$35.00 per hood      \_\_\_\_\_ X \$35.00      \$ \_\_\_\_\_

2. Alteration sprinkler system:

\$100.00 plus .25 per sprinkler head      \$ 100.00

\_\_\_\_\_ X .25      \$ \_\_\_\_\_

Total: \$ \_\_\_\_\_

3. Alteration to automatic sprinkler system:

\$50.00 plus .25 per sprinkler head      \$ 50.00

\_\_\_\_\_ X .25      \$ \_\_\_\_\_

Total: \$ \_\_\_\_\_

**\*\* YOU SHOULD PROVIDE THIS OFFICE WITH ONE COPY OF STATE RELEASE PLANS IF REQUIRED BY THE STATE OF INDIANA\*\***