



City of New Albany, Indiana
Building Department
Building Commissioner

142 East Main Street, Suite 206
New Albany, IN 47150
812-948-5371

www.cityofnewalbany.com

REQUIRED INSPECTIONS

Notifying the City of New Albany Building Department in advance of a day is the responsibility of the Contractor/Permit Holder for the following inspections:

1. **Temporary Electric Pole** (Utilities will be notified by our office the day inspection is approved).
2. **Footers:** When forms are set but **BEFORE** concrete is poured.
(Please give pour times when requesting inspection).
3. **Plumbing Ground Rough**
4. **All framing and all rough-ins:**
 - this includes **ALL** mechanicals – plumbing, electric, and HVAC
 - to work more efficiently we ask that the above inspections be called in together by the General Contractor
5. **Service:** (Utilities will be notified by our office the day inspection is approved).
6. **Final / Certificate of Occupancy:** (When all work is complete, final approval and ready to be moved in.)

THE BUILDING DEPARTMENT REQUESTS THAT ALL INSPECTIONS BE CALLED IN AT LEAST 24 HOURS IN ADVANCE.

OFFICE HOURS

8:00am to 4:00pm, Monday to Friday

(Permits are typed until 2:45pm – otherwise it will be typed the following day).

INSPECTION HOURS

8:30am to 3:30pm, Monday to Friday

*****NOTICE*****

ALL INSPECTIONS ARE TO BE CALLED INTO THE OFFICE, NOT INSPECTOR CELL PHONE

Our office does have a 24-hour answering service which you can use after hours.
Please leave your name, number, permit number, address, and type of inspection needed.

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