



**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](http://www.cityofnewalbany.com)

*OFFICE USE ONLY*

Date: \_\_\_\_\_

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

Building: \_\_\_\_\_

**APPLICATION FOR METER BASE INSPECTION**

**Guidelines**

1. Fees:

- Residential \$25.00; Commercial \$50.00
- 3% fee added if paying with check or credit card
- All apartments will be charged for each meter

2. All returned checks will be charged \$25.00.

3. A re-inspection will be charged an additional \$25.00.

4. If the Building/Electrical Inspector must gain ENTRY into the structure to do an inspection on the electrical system to ensure Code Compliance, a re-inspection fee will be applied if unable to gain entry.

5. Application should be signed by Owner/Tenant.

- If this is not possible you **must** notify the Building Department with the name of the person and what their relation is to you that will be getting the permit.

6. Has the property been vacant for more than six (6) months? \_\_\_\_\_ Yes \_\_\_\_\_ No

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

Name of Owner: \_\_\_\_\_ Phone #: \_\_\_\_\_

Renter Contact Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Landlord Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

**Commercial**

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

Address of Business: \_\_\_\_\_

Owner's Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

If not owner/renter, please express relationship to said person listed above for service:

\_\_\_\_\_