

**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)

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

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

**COMMERCIAL APPLICATION FOR HVAC and/or APPLIANCE PERMIT**

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

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

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

Contractor Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Point Person on Job Site: \_\_\_\_\_ Phone #: \_\_\_\_\_

**Estimated cost of project:** \$ \_\_\_\_\_

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

2. Please check to what permit applies:

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

\_\_\_\_\_ Heating Unit

\_\_\_\_\_ Combination

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

3. Appliance – Range Hood, \$40.00 each.

Each permit has a \$50.00 fee.

\_\_\_\_\_ X \$40.00

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

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

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