



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

OFFICE USE ONLY

Date: _____

Approved By: _____

Building: _____

NEW CONTRACTOR'S LICENSE & RENEWAL

Please read the attached document in regards to all requirements you **MUST** have in order to receive your license(s) for the City of New Albany.

***** ALL LICENSES MUST BE RENEWED EVERY JANUARY OF NEW YEAR *****

Renewal Fees - Make all checks payable to: City of New Albany

License Type	Renewal Fee	No. of License Needed:	Amount
Commercial Contractor	\$100.00		\$
Residential Contractor	\$50.00		\$
Electrical Contractor	\$100.00		\$
Electric Supervisor	\$50.00		\$
HVAC Contractor	\$100.00		\$
Plumbing Contractor	\$50.00		\$
Plumbing Journeyman	\$25.00		\$
Plumbing Apprentice	\$5.00		\$

Total Amount Enclosed	\$
------------------------------	-----------

Company Information

Name of Business: _____

Address of Business: _____

Person of Contact: _____

Phone #: _____ Email: _____

Name(s) and title of person to put on license card:



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

***** YOU MUST SEND A SELF-ADDRESSED ENVELOPE FOR A RETURN OF LICENSE *****

DOCUMENTS NEEDED TO OBTAIN RESIDENTIAL / COMMERCIAL CONTRACTOR'S LICENSE FOR THE CITY OF NEW ALBANY

New Contractor License: Applicant must show proof of minimum passing score of 70% from a certified testing facility. (i.e. Experiior, ICC, etc.)

Mechanical Contractor's License: Must present certification and/or copy of license (or existing test results from other jurisdiction). Plus, a copy of Photo I.D.

Regarding Plumbing Journeyman and Apprentice: Must present Photo I.D. showing at least 18 years old, approved school sponsor signature, apprenticeship agreement and/or current/active license if applying for Journeyman (more information can be found on the internet under: Professional Licensing Agency).

All: Applicant Contractor's shall provide proof of general liability insurance in an amount not less than \$1,000,000.00 before a license will be issued.

License Renewal: All licenses are acceptable for each calendar year. Therefore, at the beginning of each New Year **ALL** contractors **MUST** renew their license. This shall be obtained no later than January 31st.

In order to receive your license our office **MUST** receive all three (3) documents as listed below via in-person or USPS:

1. Application
2. Certificate of Insurance (certificate must be issued out to the City of New Albany)
3. Test Score (if necessary)

Information Regarding Test for Licenses –

Closest Test Site: Pearson Professional Centers

Address: 9400 Bunsen Parkway, Ste. 220, Louisville, KY

To register, call Pearson at 1-877-234-6084 or visit www.pearsonvue.com



Commercial Test: 2012 W11 or 2016 F11

Residential Test: 2012 W13 or 2015 F13

Both Commercial & Residential Test: 2012 W12 or 2015 F12

Mechanical Test: 2012 W29 or 2015 F29