



City of New Albany, Indiana
David Brewer
Building Commissioner

Requirements for obtaining specific permits for the City of New Albany

Single Family Dwellings

Set of Plans (new plans require at least 2 days for review)

- INCLUDE:**
1. Foundation & Basement plans
 2. Floor Plan of each level
 3. Site plan (layout of house on lot)
- ***Include finished floor elevations
4. Elevations - positions of proposed house (right, left, front & rear)
 5. Cross section (construction detail)

A description will also be issued by this office for sewer tap permits which are required prior to obtaining the building permit.

Residential Additions / Alterations

- Plot Plan to Show:**
1. Existing dwelling with addition or alteration showed by dotted lines.
 2. Show distance (measurement) from property lines.
 3. Cross section (construction detail)

NOTE: The requirements mentioned directly above will be required as well regarding:

Garages and Carports

Commercial and Industrial Buildings (allow at least 2 days to a week for review)

Requirements:

1. Complete set of construction plans (Engineer's drawings)
2. Site layout – indicating location of building on the lot (include distance of property lines)
3. Cross section
4. Electrical, Mechanical and Plumbing details
5. Sewer tap must be approved by Super of Waste Water.
6. After tap approval, a description will be issued by our office for the purchase of the sewer tap permit. (This is required prior to issuance of the building permit)