



City of New Albany, Indiana
Russ Segraves
Building Commissioner

Application for

METER BASE INSPECTION

*** ONLY ***

GUIDELINES:

1. Fee is \$25.00 cash, check or credit card (3% fee added).
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 Dept. with the name of the person and what they're relation is to you that will be getting the permit).**
6. Has property been vacant for more than six (6) months? Y OR N
(If yes, the Inspector will have to enter inside the property.)

Inspection Site Address: _____ Lot / Ste.: _____

Owner's name(s) and number: _____

Contact name & number if Renter: _____

Landlord name & number: _____

Commercial:

Name of Business & Owner of property: _____

Address of property: _____

Signature: _____ Date: _____ If not owner/renter
signature, please express relationship to said person listed for service. _____