



City of New Albany, Indiana  
Russ Segraves  
Building Commissioner

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

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

**Mechanical Contractor's** must present certification and/or copy of license (or existing test results from other jurisdictions). Plus a copy of a 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 info. 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 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 in person or by U.S. mail all three (3) documents requested below:**

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

**\*\*\*\*ALL INFORMATION REGARDING TEST FOR LICENSE\*\*\*\***

Closest Test Site: Pearson Professional Centers- 9400 Bunsen Prkwy, Ste. 220, Louisville, KY  
To Register to Take an Exam, Call Pearson Vue- 1-877-235-6082  
[www.personvue.com/icc](http://www.personvue.com/icc)

Commercial test: 2012 W11 or 2015 F11      Residential test: 2012 W13 or 2015 F13  
Both Commercial & Residential test: 2012 W12 or 2015 F12  
Mechanical test: 2012 W 29 or 2015 F 29



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### 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 Checks Payable to: City of New Albany)

<u>License Type:</u>	<u>Renewal Fee:</u>	<u>No. of License needed:</u>	<u>Amount:</u>
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	_____	_____

**Company information:**

Total Amount Enclosed: \_\_\_\_\_

Name of Business & address: \_\_\_\_\_

Name, number, and e-mail for person of contact:

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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