



City of New Albany, Indiana
David Brewer
Building Commissioner

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

- Applicant must receive a minimum passing score of 70% from a certified testing facility. (i.e. Exuperior, or ICC)
- Applicant for a commercial or residential contractor's license 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 shall be for a calendar year or fraction thereof, and should be obtained on or before January 15th of each year. Any license not secured by January 15th shall be revoked. (Exceptions per Building Commissioner)

CONTINUING EDUCATION: Continuing Education is to be submitted during the renewal period of each year along with your Certificate of Liability Insurance.

****In order to receive your license on time our office MUST receive in person or by envelope all three (3) items together requested below:**

1. Application
2. Proof of Continued Education (If possible)
3. Certificate of Insurance

- All commercial & residential license holders are required to perform six (6) hours of continuing education per calendar year.
- All continuing education shall apply to the license issued contractor. In the event one contractor holds multiple license that contractor shall perform six hours of continuing education for each license held.
- The full Building Commission shall reserve the right to refuse any continuing education they feel does not apply to the license held.
- The Building Commissioner is duly authorized to accept from all participants of continuing education courses a signed certificate of completion issued from the course instructor.

If any questions, Please feel free to contact our office Monday – Friday 8:00a.m. – 4:00p.m.



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NEW CONTRACTOR'S LICENSE & RENEWAL

**** ALL INFORMATION REGARDING TEST FOR LICENSE IS AVAILABLE ON THE CITY WEB-SITE**
 (www.iccsafe.org/contractor)**

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 By JANUARY 15 of New Year*******

Regarding PLUMBING and HVAC Contractor's

Proof showing six (6) hours of continuing education is **NOT** required.

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 person of contact:

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

****IF MAILING YOU MUST SEND A SELF-ADDRESSED ENVELOPE FOR A RETURN****