

REQUIREMENTS

(to bring along with your Application)

For obtaining Building permits for the City of New Albany

New Single Family Dwellings: (Please allow at least 3 days to one week for approval).

Set of Plans (plans require Bldg. & Zoning Depts. approval)

- Requirements:**
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)

This office also requires a copy of the sewer tap permit which should be obtaining prior to the building permit.

Residential Additions, Alterations, and Garages

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

*****NOTE:** The requirements 1 and 2 mentioned directly above will be applied for carports and decks as well:

Commercial and Industrial Buildings (Please allow at least 3 days to one week for approval).

- Requirements:**
1. 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 copy of the purchased sewer tap is required for this office in order to proceed with the building permit.
 7. State approval papers (if required)



City of New Albany, Indiana

Russ Segraves
Building Commissioner

APPLICATION FOR COMMERCIAL BUILDING PERMIT

OFFICE USE ONLY

Approved: _____ Building: _____ Planning: _____

1. Location Information:

Address of work site: _____ Lot / Ste. _____

Contractor's name on work site: _____ Phone: _____

Name of Property Owner: _____ Phone: _____

2. Building Description (Check one):

New Commercial _____ Addition _____ Deck _____ Storage/Shed _____ 10 x 12 shed _____

Interior / Exterior Remodel _____ Garage / Carport _____ attached / detached (circle one)

Other _____

3. Project Details:

One Story _____ Two Story _____ Other _____ # of Bedrooms _____ # of Bathrooms _____

Basement _____ Dimensions of Structure(s): _____

Total Sq. Ft. of new/renovated area (including BSM & anything else under roof): _____

Estimated Cost of Project: \$ _____

Please provide a brief description of the scope of work being performed: _____



City of New Albany, Indiana

Russ Seagraves
Building Commissioner

New Albany Board of Zoning Appeals
311 Hauss Square, Rm. 329
New Albany, IN 47150
PH: 812-948-5327 FAX: 812-981-3776

APPLICATION FOR IMPROVEMENT LOCATION PERMIT

Attach a copy of the Property Survey, Site Plan, and Assessors Plat to this application

Name of Applicant: _____ Phone: _____

Applicant Facsimile: _____ E-Mail: _____

Address of Applicant: _____

Name of Property Owner: _____ Phone: _____

Owners Facsimile: _____ E-Mail: _____

Address of Property Owner: _____

Location of Property (common address): _____

Applicant is hereby made to (Check All That Apply)

- _____ Construct a New Structure
- _____ Construct an addition to an Existing Structure (Interior Only)
- _____ Alter an Existing Structure (Exterior Only)
- _____ Demolition of an Existing Structure
- _____ Repair an Existing Structure
- _____ Change use of Property
- _____ Other (please explain) _____

Present use of Property: _____

Proposed use of Property: _____

I agree, if granted a permit for the above-described structure at the location designated in the City of New Albany or its Two-Mile Fringe Area Jurisdiction, that I will observe and conform to all Laws, Ordinances, and Regulations affecting Building and Land Use, including Zoning Ordinance Number Z-71-449 and all ordinances amendatory thereof and supplemental now in force in the City of New Albany, and, I consent to inspection of premises for which this permit is granted by the Plan Commission, Board of Zoning Appeals, their staff, or their designees or agents. During and on completion of the construction authorized.

This is not a building permit. You must still apply for and receive a building permit from the Building Commission Office prior to commencing construction.

Date: _____ Signature: _____ Printed: _____



City of New Albany, Indiana
Russ Segraves
Building Commissioner

DO NOT WRITE BELOW THIS LINE

Report of Staff:

Property is Zoned: _____

In Plat Number: _____

On Lot Number: _____

Other: _____

Flood Zone Verification: _____

F.I.R.M. Panel Number: _____

F.I.R.M. Effective Date: _____

Previous Zoning Action of This Property

Date of Hearing: _____

Docket Number: _____

Outcome: _____

_____ APPROVED AS SUBMITTED

_____ APPROVED SUBJECT TO THE FOLLOWING

_____ PLAN COMMISSION ACTION REQUIRED

_____ BOARD OF ZONING APPEALS ACTION REQUIRED

_____ OTHER: _____

Date: _____

Staff Signature and Title