



City of New Albany, Indiana
Russ Segraves
Building Commissioner

REQUIRED INSPECTIONS

Notifying the City of New Albany Building Department in advance of a day is the responsibility of the Contractor / Permit Holder for the following inspections: Please call: 812-948-5371.

1. **Temporary Electric Pole** (Utilities will be notified by our office the day inspection is approved).
2. **Footers:** When forms are set but **BEFORE** concrete is poured.
(Please give pour times when requesting inspection).
3. **Plumbing Ground Rough**
4. **All framing and All Rough-Ins:** (This includes **All** mechanicals: plumbing, electric, and HVAC).
(To work more efficiently we ask that the above inspections be called in together by the General Contractor).
5. **Service:** (Utilities will be notified by our office the day inspection is approved).
6. **Final / C of O:** (When All work is complete, final approved and ready to be moved in.)

THE BUILDING DEPARTMENT REQUEST THAT ALL INSPECTIONS BE CALLED IN 24 Hours in ADVANCE.

OFFICE HOURS: 8:00 – 4:00 Monday – Friday
(Permits are typed until 2:45p.m. otherwise, it will be typed out the following work day).

INSPECTION HOURS: 8:30 – 3:30 Monday – Friday
(Unless arranged ahead of time otherwise, per Inspector).

*****NOTICE*****

All INSPECTION IS TO BE CALLED INTO THE OFFICE NOT INSPECTORS CELL PHONE

Our office does have 24 hour answering service which you may use after hours. 812-948-5371

(Please leave your name, number, permit number, address, and type of inspection needed.)