



City of New Albany, Indiana  
Russ Segraves  
Building Commissioner

**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\*\***

**DOCUMENTS NEEDED TO A OBTAIN A**



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**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. Experior, 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 Parkway, Ste. 220, Louisville, KY  
To Register to Take an Exam, Call Pearson Vue- 1-877-234-6082  
[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