**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)

License Type: Renewal Fee: No. of License needed: Amount:

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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**DOCUMENTS NEEDED TO A 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. 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 presentPhoto 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

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