



## **Planning a Home Addition in New Albany?**

*Before beginning any construction project, call the Community Development Department at 855.3913.*

Planning a room addition, deck, garage, or some other home improvement project? Most projects include three steps:

1. Research and preparation;
2. Permit application and plan approval; and
3. Construction and inspection

### **RESEARCH AND PREPARATION**

Research and preparation will have a great impact on the overall time necessary to complete the project. Activities include calling and meeting with New Albany staff to obtain all necessary paperwork for the application (many forms are online under the Community Development section of the village website at [www.villageofnewalbany.org](http://www.villageofnewalbany.org)). Project topics of discussion will include design, easement, set back and lot coverage issues. Anyone considering a home addition or exterior project is strongly encouraged to contact his/her respective homeowner association to identify any additional deed restrictions in addition to the village code. The homeowner is ultimately responsible for adhering to these supplemental restrictions.

### **PERMIT APPLICATION AND PLAN APPROVAL**

At the time the project is submitted for approval, a plot plan or survey must be provided for review. This scaled drawing should indicate the proposed addition with all dimensions and show that it will comply with all applicable zoning restrictions, including setbacks, lot coverage, height, etc. Depending upon the project, building, electrical, mechanical and plumbing applications and drawings may also need to be submitted and approved before construction can begin.

Once an applicant is prepared to submit for a permit on a home improvement project, the Community Development Department offers a fast track review process. Walk-through appointments are scheduled to occur every Monday morning, and you are encouraged to schedule a week in advance by calling 855.3913.

### **CONSTRUCTION AND INSPECTION**

Construction may begin once New Albany Community Development staff approves your plans. During construction, a number of inspections will occur to ensure that the construction meets village and state code regulations for safety and reliability.

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#### **DON'T SKIP GETTING THE NECESSARY PERMITS**

Permits and inspections are for your protection. While permits and inspections do require up front time, they are the only way to ensure that any project is safe and meets village code. Fines may occur without proper permits, and crews may be ordered to stop work.

#### **DON'T FORGET TO CONTACT YOUR HOMEOWNER ASSOCIATION**

In many cases, home addition projects also require homeowner association approval (if applicable). Village staff does not coordinate these efforts. Homeowners are required to review any home addition plans with their respective homeowner association for approval before work commences.