

Instructions for Online License Renewal

If you do not already have an account in our NEW Permitting & License Portal, then you will need to create one via the following link: https://www.civicgov4.com/in_elkhart/portal/ (select **Register** to create an account and once your account has been approved by staff, you will then be able to login and set your password)

- **To renew your license:** login to your account
- Select **My Dashboard**, then select **My Licenses**, and lastly select **Renew** next to your license
- Office Staff will review your application and send you an invoice. Once the invoice has been paid, Office Staff will email you your 2024 License.
- If you cannot find your license on your account, please contact Aimee Lattimer, at (574)322-4836.