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Mayor

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## **New Mechanical License Checklist**

**NEW Mechanical License Applications may be submitted online, but the Licensee must come IN PERSON TO THE PERMIT CENTER to pay for and to receive their license.**

**IN ORDER TO BE ELIGIBLE TO OBTAIN A MECHANICAL LICENSE WITH THE CITY OF ELKHART, THE APPLICANT MUST DO **ONE** OF THE FOLLOWING:**

- Reciprocate into the City:**
  - Submit a completed **Mechanical Reciprocity Application**
  - Submit a valid copy of your **Driver's License/State ID**
  - Payment of **\$100**
  - Refer to the **Mechanical License & Reciprocity Information** document
  
- Take and pass the ICC F29 – National Standard Master Mechanical Exam:**
  - The City of Elkhart does NOT offer the exam, but we can provide you with information on taking the exam. Refer to the **Mechanical Contractor Exam Guide**.
  - Once you pass the exam, you will need to submit proof that you passed it.
  - Submit a completed **Mechanical Reciprocity Application** (NO FEE)

**IN ADDITION TO ONE OF THE ABOVE ITEMS, ALL NEW MECHANICAL LICENSES MUST ALSO INCLUDE THE FOLLOWING ITEMS:**

- A completed **Mechanical License Application**
- A valid copy of your **Driver's License/State ID**
- \$5,000 Surety Bond** with the following information on it:
  - Principal: The Licensee's name (a company name may be included if so desired, but must be AFTER the licensee's name)
  - Description: "Mechanical" or "Mechanical Contractor", etc.
  - Oblige: City of Elkhart
  - Expiration: December 31, 2024
- Payment according to below fee schedule: (payment will be requested after review and approval of all above documents)
  - Reciprocity or Exam using the **ICC exam**: total fee is **\$150**
  - Reciprocity using the **Prometric exam**: total fee is **\$50 per class**