

Rod Roberson
Mayor

Tim Vistine
Building Commissioner



Building & Code
229 S. Second St.
Elkhart, IN 46516
574.294.5471

New Mechanical License Checklist

ALL NEW MECHANICAL LICENSE APPLICATIONS MUST BE SUBMITTED IN PERSON AT THE PERMIT CENTER WITH ALL OF THE BELOW ITEMS:

- A completed **Mechanical Reciprocation Application**
 - Submit a completed **Mechanical Reciprocation Application**
 - Submit a valid copy of your **State ID/License**
 - Payment of **\$100**
 - Refer to the **Mechanical License & Reciprocity Information** document and the **Mechanical Contractor Exam Guide** document for more information.

- A completed **Mechanical License Application**

- A valid copy of your **State ID/License**

- \$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
 - Amount: \$5,000
 - Expiration: December 31, 2024

- Payment according to below fee schedule: (payment will be requested after review and approval of all above documents)
 - Reciprocation using either **ICC exam**: total fee is **\$150**
 - Reciprocation using the **Prometric exam**: total fee is **\$50 per class**