

**Rod Roberson**

*Mayor*

**Tim Vistine**

*Building Commissioner*



**Building & Code**

229 S. Second St.

Elkhart, IN 46516

574.294.5471

## **Mechanical License Renewal Checklist**

- A completed **Mechanical License Application** (if mailed in, it must be the ORIGINAL)
- A valid copy of your **Driver's License/State ID** (cannot be expired)
- \$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, 2025
- Payment of **\$25 per class**
  - Mail-In Submittal: send a check made out to the **City of Elkhart**
  - Online Submittal: you will be able to pay online AFTER office staff has reviewed and approved your application