

**Rod Roberson**

*Mayor*

**Tim Vistine**

*Building Commissioner*



**Building & Code**

229 S. Second St.

Elkhart, IN 46516

574.294.5471

## **Renewal Plumbing License Checklist**

- A completed **Plumbing License Application** (if mailed in, it must be the ORIGINAL)
- A valid copy of your **State ID/License** (cannot be expired)
- A valid copy of your **Indiana State Plumbing License** (expiration must be December 31, 2024 or later)
- \$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: "Plumbing" or "Plumbing Contractor", etc.
  - Oblige: City of Elkhart
  - Amount: \$5,000
  - Expiration: December 31, 2024
- Payment of **\$50**
  - 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