

Rod Roberson
Mayor

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Building & Code
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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 of licensing year
- ☐ 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**