

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 of licensing year
- 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 with a credit card AFTER office staff has reviewed and approved your application