

MECHANICAL RECIPROCATATION APPLICATION

CITY OF ELKHART, 229 S 2nd Street, Elkhart, IN 46516

Ph. 574-294-5471

www.elkhartindiana.org

Requesting the following License(s): ☐ Class A HVAC ☐ Class AA Hydronic ☐ Class AAA Refrigeration
(Select all 3 classes if you took the ICC, National Standard Master Mechanical F29 Exam)

NAME (first, middle initial, last): _____

HOME ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP CODE:** _____

CELL PHONE: _____ **E-MAIL:** _____

COMPANY NAME: _____

COMPANY ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP CODE:** _____

WORK PHONE: _____ **E-MAIL:** _____

EDUCATION & WORK EXPERIENCE:

TRADE SCHOOL/COLLEGE: _____ **YEAR:** _____

YEARS EXPERIENCE AS: Apprentice: _____ Journeyman: _____ Contractor: _____

Have you ever held a mechanical license in this or any other city, county or state?

If yes, provide location(s) and date(s): _____

Have you ever been refused or had a mechanical license revoked?

If yes, provide location(s) and date(s): _____

Please list the last 3 places of employment, dates and type of duties.

1. _____
2. _____
3. _____

Please provide 2 references (other than employers).

1. _____ Address: _____
2. _____ Address: _____

***A non-refundable Reciprocatation Application fee of \$100.00 must accompany this form.**

***A Mechanical License Application must also be submitted. If you are obtaining a license with the City of Elkhart for the FIRST time, then both applications must be submitted in person with a valid photo ID.**

I hereby certify that all the information I have given is true and correct to the best of my knowledge. VIOLATORS are subject to the penalties as specified in the Elkhart City Code 157. Penalties include fines, court costs and license suspension or revocation.

Signed: _____ **Date:** _____

Accepted By: _____ **Date:** _____

Updated 10/24/2025