

**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 **Driver's License/State ID**
- A valid copy of your **Indiana State Plumbing License** (expiration must be December 31 of licensing year 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 of licensing year
- 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