

Rod Roberson
Mayor

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Building Commissioner



Building & Code
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New Electrical License Checklist

NEW Electrical 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 AN ELECTRICAL LICENSE WITH THE CITY OF ELKHART, THE APPLICANT MUST DO **ONE OF THE FOLLOWING:**

- ☐ **Reciprocate into the City:**
 - Submit a completed **Electrical Reciprocity Application**
 - Submit a valid copy of your **Driver's License/State ID**
 - Payment of **\$100**
 - Refer to the **Electrical License Reciprocity Guidelines** document and the **Electrical License Information** document for more information.
- ☐ **Take and pass the ICC G-16 Master Electrician Exam:**
 - The City of Elkhart does NOT offer the exam, but we can provide you with information on taking the exam. Refer to the **Electrical Contractor Exam Guide**.
 - Once you pass the exam, you will need to submit proof that you passed it.
 - Refer to the **Electrical License Information** document for more information.
 - Submit a completed **Electrical Reciprocity Application** (NO FEE)

IN ADDITION TO **ONE OF THE ABOVE ITEMS, ALL NEW ELECTRICAL LICENSES MUST ALSO INCLUDE THE FOLLOWING ITEMS:**

- ☐ A completed **Electrical License Application**
- ☐ A valid copy of your **Driver's License/State ID**
- ☐ Payment of **\$100** (payment will be requested after review and approval of all above documents)