

New Mechanical License via Exam

Contractor Checklist

NOTE: 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.

- ☐ Take and pass the **ICC F29 – National Standard Master Mechanical Exam**
 - The City of Elkhart does **NOT** offer the exam, but please refer to the **Mechanical Contractor Exam Guide** document, which provides you with information on taking the exam.
 - Provide documentation showing that you passed the exam.
- ☐ Submit a completed **Mechanical Reciprocity Application**
- ☐ Submit a completed **Mechanical License – New Registration Application**
- ☐ **\$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 31st** of licensing year
- ☐ **Payment of \$150** (payment will be requested after review and approval of all above documents)