

New Mechanical License via Reciprocity

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.

- ☐ Submit a completed **Mechanical License - Reciprocity Application**
- ☐ The **jurisdiction** where you passed your licensing exam must email your exam results to the Mechanical Inspector (Dan.Riddle@cityofelkhartin.gov)
- ☐ 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** according to the fee schedule below: (payment will be requested after review and approval of all above documents)
 - **\$100** for the Reciprocity fee
 - **\$150** for the License fee (or \$50 per class)