

Renewal Mechanical License

Contractor Checklist

- ☐ Submit a completed **Mechanical License – Renewal Application** (if mailed in, it must be the ORIGINAL renewal 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 \$25 per class**
 - Mail-In Submittal: send a check made out to the **City of Elkhart**
 - Online Submittal: you will be able to pay online with a credit card AFTER office staff has reviewed and approved your application.