

New Electrical License via Reciprocity

Contractor Checklist

NOTE: 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.

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