



City of Elkhart

Building & Code

Rod Roberson

Mayor

Building & Code

229 S. Second St.

Elkhart, IN 46516

574.294.5474

New Plumbing License

Contractor Checklist

NOTE: New Plumbing 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 **Plumbing License – New Registration Application**
- ☐ Submit a copy of your **Indiana State Plumbing License** (cannot be expired)
- ☐ **\$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: **"Plumbing"** or **"Plumbing Contractor"**, etc.
 - Oblige: **City of Elkhart**
 - Expiration: **December 31st** of licensing year
- ☐ **Payment of \$50** (payment will be requested after review and approval of all above documents)