



Rod Roberson

Mayor

Planning & Zoning

229 S. Second St.

Elkhart, IN 46516

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Renewal Sign License

Contractor Checklist

- ☐ Submit a completed **Sign License – Renewal Registration Application**
- ☐ **Surety Bond** with the following information on it:
 - Principal: **The Company's name**
 - Description: **"Sign Installer"** or **"Sign Contractor"**, etc.
 - Oblige: **City of Elkhart**
 - Amount:
 - **\$1,000** is required for a **Portable Sign License**
 - **\$5,000** is required for a **Permanent Sign License**
 - Expiration: **December 31st** of licensing year
- ☐ **Note:** there is no fee for a sign license.