

**Rod Roberson**  
Mayor

**Tim Vistine**  
Building Commissioner

**Building & Code**  
229 S. Second St.  
Elkhart, IN 46516  
574.294.5474



Dear Mechanical License Holder,

This letter is to inform you that it is time again to renew your Mechanical License for 2025 with the City of Elkhart. All licenses will expire on the last day of December 2024. You may renew as soon as December 1<sup>st</sup>, 2024. You can renew your license either **online** or you can **mail it in** (see below instructions for both online submittals and mail-in submittals). Please refer to the attached renewal checklist and keep in mind that any renewal submissions that are missing any of the items from the checklist will NOT be accepted. **Please note that you may only renew licenses for the classifications currently held.**

### **Mail-In Submittal:**

- A completed **2025 Mechanical License Application** (must be the ORIGINAL application with the LICENSEE's signature. A copy of the application will NOT be accepted)
- **ALL of the items listed on the attached Renewal Checklist**
- Please mail in all of the above items to the address listed below:

**City of Elkhart Permit Center**  
229 S. Second St.  
Elkhart, IN 46516

### **Online Submittal:**

If you do not already have an account in our NEW Permitting & License Portal, then you will need to create one via the following link: [https://www.civicgov4.com/in\\_elkhart/portal/](https://www.civicgov4.com/in_elkhart/portal/) (select **Register** to create an account and once your account has been approved by staff, you will then be able to login and set your password)

- **To renew your license:** login to your account
- Select **My Licenses** and then select **Renew** next to your current license.
- Please be sure to attach a copy of your **Driver's License** and **Bond** on **Step 6** of the renewal application. **Failure to do so will result in your application being rejected.**
- Office Staff will review your application and send you an invoice. Once the invoice has been paid, Office Staff will email you your 2025 Mechanical License.
- If you cannot find your license on your account, please contact Aimee Lattimer, at (574)322-4836.

Please remember that it is the mechanical contractor's responsibility to **obtain a permit prior to starting a project** and to **call for inspections including the final inspection.** A general contractor or building

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owner **cannot call** in on your behalf. When calling for inspections please try to give us as much notice as possible.

**ATTENTION:**

**The current Indiana codes are the 2012 Editions of the International Mechanical Code and International Fuel Gas Code with Indiana amendments. These became effective December 1, 2014.**

**PLEASE NOTE: The 2020 Indiana Residential Code became effective March 1, 2020.**

**Reminder:** The final deadline for renewing your license is **January 31, 2025**. After this date you will either have to **retake the mechanical exam** or **reciprocate** back into the City of Elkhart. Either way, it will cost you more money to get your license back.

Respectfully Yours,

*Ron Glick*  
City of Elkhart Mechanical Inspector