

The Honorable
Dick L. Moore
Mayor

Dennis R. Correll Sr.
Building Commissioner



(574) 294-5471
Fax: (574) 389-1781
Permit Center Fax: (574) 970-1361
Building & Code Enforcement
229 S. Second St.
Elkhart, Indiana
46516

November 10, 2015

Dear HVAC Contractor,

It is time to renew your Mechanical Contractor's license(s) for 2016. The following items are required for license renewal.

1. A completed license renewal application.
2. A bond in the amount of \$5,000 made out to the City of Elkhart.
3. A check for the required fees. (\$25.00 per renewal license class)

Renewals will only be accepted for valid licenses held, all others will be returned.

All bonds or continuation Certificates **MUST** be dated from January 1, 2016, through December 31, 2016, and be made out in the licensee's name. We are sorry but we cannot hold checks or money while awaiting your bond. Applications which do not contain the required items cannot be processed and **will be returned.**

Applications are due by December 31, 2015. Any license not renewed as of February 1, 2016 will be considered delinquent and must be issued as a new license and the fee will be \$100.00. This may require the license holder to be retested.

Please remember to call for all required inspections. In the past, numerous jobs have not had final inspections and a few have never had any inspections at all. It is the licensed contractor's responsibility to call for your inspections, the general contractor or building owner cannot call in on your behalf. When calling for inspections please try to give as much notice as possible as we have other obligations to fill as well.

In an effort to reduce paper consumption due to the environmental effects, as well as budget constraints, we would like to use emails when possible. For example, we can email copies of notices such as this one and inspection reports. If you are willing to help out and receive emails instead of paper please place your email address on the renewal form.

All correspondence should be directed to the attention of the Permit Office. If you have any questions regarding license renewal, or bonds, please contact Nicole Canell at (574) 294-5471 Ext. 198.

Sincerely,

James E. Holtz
Mechanical Inspector
(574) 294-5471
Ext. 107

