

CITY OF MISHAWAKA
LICENSING AND REGISTRATIONS
EFFECTIVE JANUARY 1, 2011

General Contractors:

Types of contractors that require a license are: General Contractors, Home Builders, General Remodelers, Concrete Contractors, Framing Contractors, Siding Contractors, Roofing Contractors, Drywall Contractors, Trim Contractors, Steel Erectors, Fire Protection Contractors, Swimming Pool Contractors, Insulating Contractors, Window Contractors, etc.

Requirements to Obtain License:

1. Fill out application form
2. Take a test in office and pass with a minimum of 70% correct.
3. Original surety or permit bond in the amount of \$5,000.00 payable to the City of Mishawaka
4. Provide a copy of current certificate of liability insurance and worker's compensation (if applicable)
5. Pay a licensing fee of \$125.00
6. Copy of picture ID
7. License expires December 31st of each year

Electrical Contractors:

Original License:

1. Fill out application, have it notarized, and submit along with a \$10.00 application fee. Application will be reviewed by Electrical Examining Board, and they will notify you whether or not applicant qualifies to take the Electrical Exam. If applicant passes exam (Passing is a minimum of 70% correct), a license shall be granted. Testing accomplished by a professional testing company/organization or a current license with similar or greater testing standards may be accepted in lieu of the testing provisions identified herein at the discretion of the Building Commissioner
2. License fee of \$125.00 will be paid
3. Original \$5,000.00 surety bond payable to the City of Mishawaka
4. Copy of picture ID
5. Applications are reviewed and tests are given twice a year; one in March and the second in August
6. See application for further details

Renewal of License:

1. Must be renewed with renewal date being December 31st of each year
2. Current original updated \$5,000.00 bond must be presented
3. A renewal fee of \$125.00 must be presented

HVAC Contractors:

Original License:

1. Fill out application and submit along with \$10.00 application fee
Application will be reviewed by H.V.A.C. Board. They will notify applicant whether or not they qualify to take the exam. If applicant passes exam (passing is a minimum of 70% correct), a license shall be granted.
2. Examination will not be necessary if applicant holds a current H.V.A.C. license from South Bend or St. Joseph County. Testing accomplished by a professional testing company/organization or a current license with similar or greater testing standards may be accepted in lieu of the testing provisions identified herein at the discretion of the Building Commissioner.
3. License fee of \$125.00 will be paid to the City of Mishawaka
4. Applicant must have original \$5,000.00 surety bond payable to the City of Mishawaka along with certificate of liability insurance and worker's compensation (if applicable)
5. Copy of picture ID
6. Applications are reviewed and tests are given twice a year; one in March and the second in September. See application for further details.

H.V.A.C. Contractors:

Renewal of License:

1. License shall expire on December 31st and must be renewed before January 1st to remain valid
2. Original updated \$5,000.00 bond/continuation must be presented along with certificate of insurance
3. A renewal fee of \$125.00

Plumbing Contractors:

Registration:

1. Show proof of valid state plumbing license
2. Pay a fee of \$125.00 to the City of Mishawaka for yearly registration
3. Copy of picture ID
4. License expires December 31st of each year

Demolition Contractors:

1. Original \$5,000.00 demolition bond must be filed with the City of Mishawaka yearly
2. Registration form filled out
3. Copy of picture ID

Signage Contractors:

1. Original \$5,000.00 surety bond payable to the City of Mishawaka
2. \$125.00 registration fee
3. Copy of picture ID
4. Registration expires December 31st of each year