

CITY OF MISHAWAKA
LICENSING AND REGISTRATIONS
EFFECTIVE JANUARY 1, 2026

Requirements to Obtain a License:

All licenses with the City of Mishawaka expire yearly on December 31

General Contractors:

- Complete and sign license application form
- Take a test in the office over the City of Mishawaka's Municipal Code and pass with a minimum of 70% correct. Testing is offered Monday-Friday between 8:00AM-2:00PM EST, no appointment required.
- Original surety or permit bond in the amount of \$5,000.00 payable to the City of Mishawaka
- Provide a copy of current liability insurance and worker's compensation (if applicable)
- License fee of \$150.00 to be paid to the City of Mishawaka
- License expires December 31st of each year
- Copy of picture ID

Electrical Contractors:

- Complete and sign license application form
- If applicant has passed 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
- License fee of \$150.00 to be paid to the City of Mishawaka
- Original \$5,000.00 surety bond payable to the City of Mishawaka
- Copy of picture ID

HVAC Contractors:

- Complete and sign license application form
- Examination will not be necessary if applicant holds a current H.V.A.C. license from South Bend or St. Joseph County (copy is required). Testing accomplished by 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 (proof of testing and score) at the discretion of the Building Commissioner.
- License fee of \$150.00 to be paid to the City of Mishawaka
- 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)
- Copy of picture ID

Plumbing Contractors:

- Complete and sign license application form
- Copy of valid State Plumbing License
- Pay a fee of \$150.00 to the City of Mishawaka for yearly registration
- Copy of picture ID

Demolition Contractors:

- Complete and sign license application form
- Original \$5,000.00 demolition bond must be filed with the City of Mishawaka yearly
- Copy of picture ID

Signage Contractors:

- Complete and sign license application form
- Original \$5,000.00 surety bond payable to the City of Mishawaka
- License fee of \$150.00 to be paid to the City of Mishawaka
- Copy of picture ID

Renewal For All Licenses:

- Must be renewed with renewal date being December 31st of each year
- Current original updated insurance
- A renewal fee of \$150.00