

INSTRUCTIONS AND REQUIREMENTS

License Requirements are governed by City Ordinance Number 5120. Requirements to obtain an Electrical or Mechanical license with the City of Goshen are as follows:

Completing the application:

1. Check either the box for Electrical or Mechanical for the desired license.
2. Fill in the applicant's complete name (not the company's name), cell phone number and address.
3. Fill in the company name the applicant is associated with, the company's address, telephone number, and a current email.
4. Total number of years of experience in your current field.
5. Type of Exam taken, date the exam was taken, and where the exam was taken.
6. If you hold a valid, current contractor's license in another jurisdiction in the State of Indiana, please provide the name of the County or City where the license(s) are held.
7. Please state whether or not you have ever had a license revoked and the reason why.
8. Sign and date the application and **email it to building@goshencity.com with all of the required documents (listed below). Applications that do not include the required documents will not be considered.**
9. **Note: Plumbers need to be licensed by the State of Indiana. To register with the City of Goshen, please provide us with a copy of your State of Indiana license.**

Requirements*:

- Electrical and Mechanical Contractor Licensing is governed by Ordinance 5120.
- **The City of Goshen no longer does testing.**
- Applicants for a license as an Electrical or Mechanical Contractor must pass an examination approved by the Building Commissioner. A passing score on the examination approved by the Building Commissioner is considered 70% or better.
- **For applicants who have taken ICC tests:** The City of Goshen accepts the following tests:
 - ICC F29 Master Mechanical
 - ICC G16 Master Electrical or ICC F16 Master Electrical
- Licenses are issued to the individual not the Company. Company names listed on any licenses are for reference *only*. Meaning, if you leave your place of employment, your license goes with you, it does not stay with the company.
- The license will be a 3-year license and is based on the calendar year. In other words, the license runs from January 1 to December 31, not from when you obtain the license. Every license issued under this ordinance shall expire on December 31 of the last year for which the license is valid.
- If an applicant is refused a license by the Building Commissioner under this ordinance, the individual whose application was denied may appeal the decision to the Board of Works.

*This is a paraphrasing of the requirements provided in the Ordinance for ease of reference. The complete Ordinance is available for download on our website.

Documents Required

1. Completed and signed application.
2. Examination Results from the testing location.
3. Written verification (on their letterhead) from locality where you hold a current, valid contractor's license that your license is in good standing, with the date it expires.
4. A check made payable to the City of Goshen for the three (3) year licensing fee in the current amount indicated by the City of Goshen Building Department Fee Ordinance.