

REQUIREMENTS TO OBTAIN ELECTRICAL, HEATING/ AIR AND PLUMBING LICENSE

1. A test needs to be taken. This time will be scheduled with the Planning Office Monday thru Friday between 8 and 4pm. The test needs to be passed with 75% or more. There is an application that needs to be completed with a \$20.00 application fee returned to the Building and Planning Department prior to the night of the test.
2. The test will need to be approved by the City Council at their next scheduled meeting, which is the following Monday night. On Tuesday you can obtain your license.
3. The contractor will need to provide a copy of your Insurance policy, a bond for \$10,000 made to the City of Lebanon, Heating and Air contractors will also need to provide the EPA refrigerant recovery of recycling device acquisition certification form.
4. There is a \$50.00 licensing fee made to the City of Lebanon.
5. The license will be issued from January 1st to December 31st. You are then required to send in the \$50.00 renewal with current insurance and bond information.
6. If there needs to be any deviation from these procedures, such as you cannot make the test date, you will need to contact the Building Department at (765) 482-8845 or by e-mail at dwarren@cityoflebanon.org, or kspencer@cityoflebanon.org.
7. If you do not pass the test the 1st time then you are required to wait 30 days before you may take the test again. If you do not pass the test the 2nd time then you must wait 6 months before you can take the test.

PLUMBING REGISTRATION

1. A copy of current State of Indiana plumbing license.
2. A \$10,000 licensing bond to the City of Lebanon.
3. A copy of Certificate of Insurance.
4. A \$50.00 registration fee made to the City of Lebanon. Registration is from January 1 to December 31. Renewal fees are \$50.00.

Office Contact Information
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