

CITY OF SOUTH BEND/ST. JOSEPH COUNTY
BUILDING DEPARTMENT
125 SOUTH LAFAYETTE BOULEVARD, SUITE 100
SOUTH BEND; IN DIANA 46601
574-235-9554
574-235-5541 FAX

HEATING AND AIR CONDITIONING CONTRACTOR LICENSING REQUIREMENTS

- ❖ Provide Surety Bond as follows:
 - In the amount of \$5,000.00
 - Principal's name on bond should match name used to take the exam and get licensed (can add a DBA for the company name)
 - Original bond is required and must be signed.
 - Term of bond must be for a one (1) year period with a beginning date and ending date.
 - Bond must name the City of South Bend/St. Joseph County as the obligee.
 - Bond must have a bond number.
 - Bond form should indicate HVAC CONTRACTOR

- ❖ \$125 annual fee

Questions?

Call 574-235-9554 or email building@southbendin.gov