

License Process

Contact the Building Commission to complete the licensing process by paying the proper fee and providing proof of required insurance and surety bond (812) 436-7880 or email cevenson@evansville.in.gov

License Process

Step 1 Complete an application form in ink or type.

- Make sure you clearly state the license for which you wish to test.
- Obtain three (3) signed notarized letters of “**recommendation**”, no matter what type of license you are applying for. They must be personal recommendation letters (not the company). **At the board members request, they must say recommend.**
- If you are applying for **Hvac** or **Electrical** license you will need to prove you have at least four (4) **years** of experience or **6200** hours in the field for which you are applying. **Electrical** and **HVAC** letters must be on letterhead and notarized.
- The application and letters must be submitted at one time to the Building Commission.
- **Please submit application packets the Friday before the board meeting.**

Step 2 The application will be submitted to the proper boards for approval to take the test. Once this is done, you will be contacted (via e-mail or phone) with approval to contact Ivy Tech to schedule and pay the required fee for each test you are taking.

- Study for the exam and find out more information about resources that are allowed in the testing center by clicking on the [study guide] at the end of each license definition.
- You are allowed to underline, highlight, and/or tab references prior to the exam.
- You are not allowed to write information in the books or to add anything to the books with the exception of permanent tabs.
- The exam fee is non-refundable if you do not call within 24 hours of exam date to cancel or reschedule. The exam cost is \$175.00 for the Nunn test, that is paid to Ivy Tech.
- Study books may be searched for online. Anything loose leaf must be in a binder and have a copyright.
- You must bring your valid unexpired photo ID to the testing center. If you do not have the proper ID, you will have to reschedule.
- Electrical Masters, Master Mechanical, Sheet Metal, Ventilation and Refrigeration exams must receive a score of 75% or higher on each part to pass the exam. Passing scores for all other exams are 70% or higher.

Step 3 Once the test is passed, please contact the Building Commission (812) 436-7880 or (812) 436-7829 email cevenson@evansville.in.gov. Your license will be issued with the proper fee and providing proof of required insurance and surety bond. **Please bring a copy of your passing score along with your documentation so we may issue your license.**

- *If you are mailing in a company check, please add the “name” of the contractor.*