



PLUMBING LICENSE REQUIRED ITEMS LIST

THIS IS A TWO-SIDED DOCUMENT. PLEASE REVIEW BOTH SIDES.

Please submit all required documentation, outlined below, as required for the filing status in which you are applying. Once you complete the application(s) and obtain the required documents, please submit all documents together for processing. Documents may be submitted via email to Contractors@indy.gov or mailed to the address shown in the top, left-hand corner of this page. Partial application packets will not be accepted. Any incomplete or incorrect information will result in the entire application packet being returned for revisions.

Plumbing licenses expire on December 31st of odd-numbered years and are renewable every two years. Please note that *business entity type changes* will require a new business license to be issued.

The business name on all the documentation provided (application(s), business registration, state license information, etc.) must read exactly *the same*.

COMPLETED COMPANY LICENSE APPLICATION

COMPLETED CRAFT LICENSE HOLDER APPLICATION(S)

- Each business must have at least one currently licensed Indiana State Plumbing Contractor as their license holder.
- Each license holder must be connected to a business license.

PROOF OF CURRENT STATE OF INDIANA PLUMBING COMMISSION LICENSE

- Plumbing contractors, both individuals and corporations, must submit a current copy of their Indiana State Plumbing Contractor License card along with the application. We are unable to issue a City of Indianapolis registration to applicants who hold only a Journeyman Plumbing License card.

PROOF OF BUSINESS REGISTRATION

- The business name on the documentation must match the business name as it is registered, if registration is required.
- SOLE PROPRIETORS AND PARTNERSHIPS
 - Business name should be listed as: “‘Owner(s) Name’ DBA (doing business as) ‘Business Name’”.
 - If the DBA includes the surname(s) of the proprietor or partners, registration of the business name is not required.
 - If the DBA does not include the surname(s) of the proprietor or partners, the DBA must be registered in the county in which the business originates. Proof of the DBA registration must be submitted with this application. If the county does not record DBA information, submit a letter from the county stating their policy.
- LLCs and CORPORATIONS
 - Proof of registration with the Indiana Secretary of State

Requirements continue on Page 2.

LICENSE FEE(S)

- Business license fees are not assessed for sole proprietorships; only the license holder fees are assessed.
- New License Holder Fee – Prorated fee amount based on when the license is applied for during the license term:
 - Applied for 01/01/2024 to 06/30/2024: \$142.00
 - Applied for 07/01/2024 to 12/31/2024: \$107.00
 - Applied for 01/01/2025 to 12/31/2025: \$71.00
- New Business License Fee – Prorated fee amount based on when the license is applied for during the license term:
 - Applied for 01/01/2024 to 06/30/2024: \$142.00
 - Applied for 07/01/2024 to 12/31/2024: \$107.00
 - Applied for 01/01/2025 to 12/31/2025: \$71.00
- Business Renewal Fee: \$142.00 each
- License Holder Renewal Fee: \$142.00 each
- Additional Authorized Agent Fee [if exceeding (5) five agents]: \$63.00 each

Additional Contact Information:

Indiana Plumbing Commission

(317)234-8800

Pla14@pla.IN.gov

<http://www.in.gov/pla/plumbing.htm>

Indiana Secretary of State

(317)232-6576

<https://inbiz.in.gov>

Worker's Compensation Board of Indiana

(317)232-3808 for Indianapolis-based businesses

(800)824-COMP for outside of Indianapolis

<https://www.in.gov/wcb/>