



ST. JOSEPH COUNTY

CITY OF SOUTH BEND



BUILDING DEPARTMENT

Request for Reciprocal Letter

Requests are to be mailed to: **Attn: Sadie R.W. Riley**
St. Joseph County/City of South Bend Building Department
215 S. Martin Luther King Jr. Blvd. Suite 100
South Bend, IN 46601

Or emailed to: srw Riley@southbendin.gov; building@southbendin.gov

Please accept this request to send my license information for reciprocation.

License Type: ☐ Building ☐ Electrical ☐ HVAC ☐ Other: _____

Exam Taken: ☐ ICC ☐ Prometric Exam Completion Date: _____

There is a \$50 fee that must be received before reciprocation is sent, paid by: ☐ Cash ☐ Check ☐ Card

Applicant Info					
Name					
Address					
City		State		Zip	
Phone #		Email Address			

Jurisdiction Needing Info					
Department					
Address					
City		State		Zip	
Contact Name		Email			

Please send my reciprocal letter to the above contact via:

☐ Mail ☐ Email

Signature _____ Date _____

This request will be forwarded only on the basis that the above named individual has complied with the local jurisdiction requirements for licensing and is no way to be considered an endorsement or a recommendation of skill or abilities to contract or perform work in another jurisdiction.

Reciprocation is not guaranteed in any jurisdiction. The St. Joseph County/City of South Bend Building Department will only send the information available and cannot guarantee that all information required from another jurisdiction will be provided.

EXCELLENCE | ACCOUNTABILITY | INNOVATION | INCLUSION | EMPOWERMENT