



**City of San Antonio
Development Services Department
Annual Mechanical and/or Plumbing
Maintenance Permit
Residential Group R-2 Apartment Houses**

An annual mechanical maintenance permit and an annual plumbing maintenance permit, or the combination of both as one annual mechanical/plumbing maintenance permit, are required for all apartment houses containing more than four dwelling units where the occupants are primarily permanent in nature (i.e., lease term is greater than two months).

Apartment Name		Phone
Apartment Address		Email
Owner or Management Company		
Owner or Management Company Address, Email, & Phone Number		
	Phone Number	
Email	Number of buildings	Number of Apartments

FOR APARTMENTS CONTAINING 20 UNITS OR LESS

For apartments with 20 dwelling units or less, the permit holder may obtain one annual mechanical maintenance permit and one annual plumbing maintenance permit covering multiple locations. If each of your properties contain 20 units or less and you would like one permit for multiple locations, please provide the following information:

Name of Apartments	Address of Apartments

If necessary, attach additional sheets.

Indicate Type of Permit and Type of Equipment at Location (all that apply)

<input type="checkbox"/> Mechanical Maintenance	<input type="checkbox"/> Gas Furnace <input type="checkbox"/> Electrical Air Handler <input type="checkbox"/> Chiller System
<input type="checkbox"/> Plumbing Maintenance	<input type="checkbox"/> Cooling Coil <input type="checkbox"/> Condensing Unit <input type="checkbox"/> Boiler System <input type="checkbox"/> Window Units

If you previously had a maintenance permit, please provide the permit number. AP#

PERMIT FEES:

* If applying for both trade permits go directly to (C)

A) 20 OR MORE APARTMENTS AT ONE LOCATION:

Number of apartments: _____ X \$0.21 ea. apt. = \$ _____ (1st Subtotal)

a1) \$50.00 permit fee + 1st Subtotal \$ _____ X 1.06* = Total Due \$ _____

OR

B) LESS THAN 20 APARTMENTS AT ONE OR MULTIPLE LOCATIONS:

Number of apartments: _____ X \$2.00 ea. apt. = \$ _____ (1st Subtotal)

b1) \$50.00 permit fee + 1st Subtotal \$ _____ X 1.06* = Total Due \$ _____

OR

C) BOTH HVAC and PLUMBING MAINTENANCE PERMIT

\$100.00 permit fee + 2X(times) 1st Subtotal (From A or B) \$ _____ X 1.06* = Total Due \$ _____

* (6% technology fee)

Mechanical Limitation of Work:

Work that may be performed under this limited to:

- All work required for the continued normal performance of an existing environmental air conditioning system, a process cooling or heating system, a commercial refrigeration system or a commercial refrigeration system. Work does not include the following:
 - Total replacement of the system
 - Installation or repair of a boiler or pressure vessel that must be installed in accordance with rules adopted by the commission under Chapter 755, Health and Safety Code
- Conditioning, commercial refrigeration, or process cooling or heating equipment, and remedying or attempting to remedy these problems.

Plumbing Limitation of Work

Repair, maintenance and replacement of existing potable water piping, existing sanitary waste and vent piping, existing plumbing fixtures, and existing electric water heaters.

Who May Perform Work

- Licensed air conditioning contractor for the mechanical maintenance permit
- A person licensed as an engineer under Chapter 1001 of the Texas Occupational Code and who engages in air conditioning and refrigeration contracting work and/or plumbing work in connection with the business in which the person is employed but does not engage in that work for the public
- A person who performs air conditioning and refrigeration maintenance work and/or plumbing maintenance work if the person:
 - Is a maintenance technician or maintenance engineer and is the regular employee of the building owner/manager of the property where the work is being performed
 - Performs the work in connection with the business in which the person is employed; and
 - The person's employer does not engage in air conditioning and refrigeration contracting for the public and/or plumbing contracting work for the public

Record Keeping:

The applicant for the maintenance permit must:

- Maintain a copy of the permit at either the site where the work is being conducted or applicant's place of business if within the City.
- Maintain a record of all work performed by registered personnel for a minimum of 12 months.

Periodic Inspections

Work performed under this maintenance permit is subject to periodic inspections. No notice will be required by Development Services to make periodic inspections of work performed on the exterior of the property. For periodic inspections of work located on the interior of the property or the rooftop, coordination shall take place with the permit holder with a minimum five days notice prior to the inspection. A date and time for the inspections shall be established by Development Services. Maintenance records shall be made available during the inspection.

Complete Application:

Incomplete paperwork will not be accepted. If you have missing items such as proof of insurance, your documents (including your check or money order) will be returned to you for re-submittal.

Signature of Permit Holder (Applicant)

Date:

Please Print Name of Permit Holder (Applicant)