

What the New Mechanical Permit Ordinance Means to You

What is the Mechanical Permit Ordinance?

It is an ordinance passed by the City of San Antonio in March 2008 that amends the city's Mechanical Code. This amendment requires that certain apartment communities obtain an **Annual Maintenance Permit** which will allow onsite maintenance personnel to perform routine maintenance on air conditioning and heating equipment. The ordinance goes into effect in early June 2008.

Do I need the Annual Maintenance Permit?

- Properties with less than 5 units: **No**
- Properties made up entirely of buildings with 4 units or less: **No**
- Properties made up of buildings with 4 units or less AND buildings with 5 or more units: **Yes, permit required only for buildings that have 5 or more units.**
- Properties made up of buildings that all have 5 or more units: **Yes, permit required for all units.**

I do need an Annual Maintenance Permit, what do I do now?

1. Fill out the Annual Maintenance Permit application*, calculate the permit fee using one of the following calculations:
 - If your property has 20 units or more you will pay \$50 administrative fee plus \$0.21 per unit. **Example: a 250 unit property would pay \$50 + \$52.50= \$102.50**
 - If you have multiple properties with less than 20 units on each property, you will pay \$50 administrative fee plus \$2.00 per unit. **Example: 2 properties with 15 units each, pay \$50 + \$60= \$110.00**
2. Attach to the Annual Maintenance Permit application to a check made out to the City of San Antonio, then mail or deliver to:

City of San Antonio
Development Services Department
1901 S. Alamo
San Antonio, Texas 78204
ATTN: Mimi Camargo
3. You will be required to keep a record of all work performed under the permit for a period of at least 12 months. You may use your own form/system or you may use the form that SAAA has developed for this purpose. Contact SAAA at 210-692-7797 for a copy of the form.

What kind of work can we perform under the Annual Maintenance Permit?

- Diagnosing and repairing air conditioning and heating equipment.
- Normal maintenance work on air conditioning and heating equipment.
- Replacing the condensing unit, furnace and evaporator coils as long as they are not replaced simultaneously.

What kind of work is not allowed under the Annual Maintenance Permit?

- Replacing the condensing unit, furnace & evaporator coil **at the same time.**
- Replacing a condensing unit that is more than ½ ton larger than the current size.
- Replacing a furnace that is more than ½ ton larger than the current size.
- Replacing a furnace that is more than 35,000 BTUs larger than the current size.
- Replacing an evaporator coil that is more than ½ ton than the current size.
- Extending duct work more than 1 foot.
- Relocating equipment more than 5 feet from the original location.

What else should I be aware of?

- Your maintenance technician can perform the work under the permit as long as they do not perform work for the general public.
- A licensed air conditioning contractor or employee can perform the work under the permit.
- There is no continuing education or insurance requirement for the Annual Maintenance Permit.
- You do not need to register your maintenance personnel when you apply for the Annual Maintenance Permit.
- The permit will be issued to the owner, manager or owner's representative only and must be renewed annually.

*Download the Annual Maintenance Permit application from www.sanantonio.gov/dsd/mechanical