



# DEVELOPMENT SERVICES DEPARTMENT CITY OF SAN ANTONIO

1901 S. Alamo Street, San Antonio, TX 78204



## Electrical Maintenance Technician Checklist and Application

**This checklist offers guidance for registering or renewing an Electrical Maintenance Technician License with the City of San Antonio. For more detailed information, visit the City of San Antonio Code of Ordinances, Chapter 10, Section 10-6(c), Annual electrical maintenance permit. For additional information, please call (210) 207-1111 or email us at [DSDLicense@sanantonio.gov](mailto:DSDLicense@sanantonio.gov).**

### Sec. 10-6. Permits.

(c) *Annual electrical maintenance permit.* An annual electrical maintenance permit is issued by the city to allow a property owner, property lessee or management company to employ persons qualified by this Code **to maintain and make minor repairs to existing electrical systems** on a property that is registered with the department.

(1) *Registration of persons qualified to perform work.* All persons performing electrical work under this section shall be licensed or registered as required by the city or state. All electrical work performed under this permit must be performed by master electricians, journeyman electricians, maintenance electricians, or electrical maintenance technicians. **Initial applicants for maintenance technicians will have to complete eight (8) hours of training approved by the code official.**

### Application Checklist

- Name of the License Holder
- Current Home Address
- Date of Birth
- Copy of Driver's License
- Copy of Training Class Certificate
- Fees: Registration Fee \$35.00 / Renewal Fee \$35.00

### Notes:

- Registration and renewals must be done in person and a picture ID will be issued at that time.
- A completed application must be submitted to get a license processed.
- An Electrical Maintenance Technician license is valid for a period of one year from the date of issuance.
- Electrical maintenance work does not include the installation of any new electrical appurtenances, apparatus, equipment, machinery, or controls beyond the scope of any existing electrical installation.
- **Electrical Maintenance Technician Course Providers** approved by the Electrical Board include the following:



**Electrical Maintenance Technician Application**  
**DEVELOPMENT SERVICES DEPARTMENT**

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**Electrical Maintenance Technician Approved Course Providers**

**Independent Electrical Contractors (IEC)**

Contact: Joseph Howard

Director of Apprenticeship and Training

Phone: (210) 431-9861

\*\* (Classes held on Saturdays) \*\*

**San Antonio Apartment Association**

Contact: Jennifer Feeler

Phone: (210) 692-7797



**Electrical Maintenance Technician Application**  
**DEVELOPMENT SERVICES DEPARTMENT**

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I, \_\_\_\_\_, hereby apply to the City of San Antonio for an Electrical Maintenance Technician License. I will comply with the provisions of Chapter 10 of the City Code of Ordinances, Section 10- 6 and any amendments thereto, and declare the following to be true and correct.

**Full Name:** \_\_\_\_\_

**Home Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_ **Daytime Phone:** \_\_\_\_\_

\_\_\_\_\_  
**License Holder Signature**

\_\_\_\_\_  
**Date**

Sworn to and subscribed before me, the undersigned authority, this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
**State of Texas, Notary Public**

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**OFFICE USE ONLY**

\_\_\_\_\_  
**Completed application.**

\_\_\_\_\_  
**Copy of Valid Driver's License**

\_\_\_\_\_  
**Copy of Training Class Certificate (8 Hours for initial registration only)**

\_\_\_\_\_  
**Fee.** Registration Fee \$35.00 / Renewal Fee \$35.00 \*\*for a one year period\*\*

Date received: \_\_\_\_\_ Received by: \_\_\_\_\_