



City of San Antonio Development Services Department

Annual Electrical Maintenance (Property) 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. An electrical maintenance permit is not required when the property owner, property lessee or management company is registered with the City as an electrical contractor or employs a master electrician of record, registered with the City as an electrical contractor, who oversees and is responsible for the electrical maintenance. For additional information, please refer to Section 10-6 of the local amendments to [Chapter 10 – Building-Related Codes](#).

Permit Holder Name (Applicant)	
Indicate Permit Holder Title	<input type="checkbox"/> Property Owner <input type="checkbox"/> Property Lessee <input type="checkbox"/> Management Company
Permit Holder Address	
Permit Holder Contact Information	Email: _____ Telephone Number: _____
Name of Business	
Address of Business	

Persons Authorized to Perform Work Under This Annual Electrical Maintenance (Property) Permit
 List all persons shall be licensed or registered as required by the city of San Antonio. Initial applicants for maintenance technicians will have to complete 8 hours of training approved by Development Services.

Name	City Issued Registration/License Number

If necessary, attach additional sheets.

If you previously had a maintenance permit, please provide the permit number. AP#	
<u>For Residential Property:</u> Total Number of Buildings: _____ Total Number of Apartment Units: _____	<u>For Commercial Property:</u> Total Number of Buildings: _____ Total Number of Floors: _____ Square Footage: _____ (please round the square footage to the next 10,00 sq. feet)

Current Certificate of Liability Insurance:

Amount of Property Damage: _____ **Amount of Bodily Injury Liability:** _____

Expiration Date of Insurance: _____

A copy of your current Certificate of Liability Insurance is required. This certificate needs to show at least \$300,000 property damage liability and \$300,000 bodily injury liability. **Note: The City of San Antonio, 1901 S. Alamo, San Antonio, Texas 78204 must be listed as the Certificate Holder.**

PERMIT FEES:

RESIDENTIAL: _____ X \$0.21 = \$ _____ 1ST Subtotal – **(Residential)**
Total number of Residential units + \$ 50.00 (Basic Permit Fee)
= \$ _____ (2nd Subtotal)
X 6% \$ _____ (Technological Fee)
= \$ _____ **TOTAL AMOUNT DUE**

OR

COMMERCIAL: _____ X \$7.00 = \$ _____ 1st Subtotal – **(Commercial)**
Round UP to the NEXT 10,000 square footage + \$ 50.00 (Basic Permit Fee)
= \$ _____ (2nd Subtotal)
X 6 % = \$ _____ (Technological Fee)
= \$ _____ **TOTAL AMOUNT DUE**

Limitation of work:

Work that may be performed under this permit by an electrical maintenance technician shall be limited to the maintenance of, repair or replacement of devices or lighting fixtures, having the same characteristics as the existing devices or fixtures, in or on existing outlets and shall include, but not be limited to:

- 120-volt receptacles of all types
- 240-volt 3-wire and 4-wire dryer and range receptacles. Replacement of these receptacles shall be limited to like configuration and amperage receptacles
- Replacement of over current devices and safety switches of only the same voltage, current, ampere interrupting capacity (AIC) including:
 - One or two pole circuit breakers not exceeding 60-amps at 240-volts
 - One or two pole safety switches (fused or non-fused) not to exceed 60-amps at 240-volts
 - Fuses not to exceed 60-amps at 240-volts
- Photo cells and time clocks not to exceed 277-volts nominal
- Range hoods, disposals and dishwasher motors
- Interior, exterior lighting and switches not to exceed 277-volts nominal
- Ceiling fans on approved boxes with proper bracing
- Pool lights and outlets provided they are protected with GFCI and are replaced with same
- Doorbell transformers and wiring to other low voltage devices with 120-volt connections
- Bathroom-type exhaust vents
- Electric gate repair

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.

Record Keeping:

The applicant for an electrical 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 copy of the registration card for the certified personnel either at the location where the work is performed or the 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)

Print Name of Permit Holder (Applicant)