



**CITY OF SAN ANTONIO**  
**PLANNING & DEVELOPMENT SERVICES DEPARTMENT**  
**ELECTRICAL MAINTENANCE TECHNICIAN (MT) REGISTRATION**  
**GUIDELINES and APPLICATION**

It is a violation of Chapter 10, Section 10-405 of the City Code to perform electrical maintenance work without a proper permit and current registered personnel. *Electrical Maintenance* shall mean the replacement or repair of existing electrical appurtenances, apparatus, equipment, machinery, or controls used in connection with the use of electrical energy in, on, outside, or attached to a building, residence, structure, property, or premises. All replacements or repairs must be of the same rating and type as the existing installation. 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.

**NOTE: 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** maintenance technician applicants must complete 8 hours of training approved by the code official. A list of approved training providers is listed on the 2<sup>nd</sup> page of the guideline sheet. A **copy** of the original certificate from the training provider must accompany the application.

**Please complete all required sections of the application to include a current contact phone number.**

The application along with a copy of the training class certificate (s) must be delivered in person to the address below:

City of San Antonio  
Planning & Development Services Department  
ATTN: Mimi Camargo  
1901 S. Alamo  
San Antonio, Texas 78204

The registration fee of \$35.00 will be assessed **AFTER** the application has been approved by the Chief Electrical Inspector or designated city staff. Fees must be paid in person therefore registration is not available by mail. It is the responsibility of the maintenance technician to renew his/her registration card annually.

**PLEASE DO NOT ATTACH FEES WITH THIS APPLICATION.**

For additional applications or for further information visit our website at:  
<http://www.sanantonio.gov/dsd/electrical.asp> or call (210) 207-8237.



# **CITY OF SAN ANTONIO**

P. O. BOX 839966  
SAN ANTONIO TEXAS 78283-3966

## **Electrical Maintenance Technician Course Providers Approved by the Electrical Supervisory Board**

### **Independent Electrical Contractors**

Contact: Diana Foster

Phone: (210) 431-9861

Director of Apprenticeship and Training

\*\* (Classes held on Saturday's) \*\*

### **San Antonio Apartment Association**

Contact: Tena Francesco

Phone: (210) 692-7797

### **Palo Alto College**

1400 W. Villaret Blvd.

Contact: Julia Garcia

Phone: (210) 486-3404

### **St. Philip's College**

312 Tinker Drive

Contact: Randy Wood

Phone: (210) 485-0838

**PLANNING & DEVELOPMENT SERVICES DEPARTMENT ELECTRICAL DIVISION**

**Electrical Maintenance Technician (MT) Application**

<b>Name</b>		<b>Today's Date</b>
<b>Home Address</b>		<b>Apartment #</b>
<b>City/State</b>		<b>Zip</b>
<b>Daytime Phone#</b>	<b>SS# (List last 4 digits only) XXX-XX-</b>	
<b>Additional Contact Phone #</b>	<b>DOB</b>	

**INSTRUCTIONS**

**Initial** maintenance technician applicants must complete 8 hours of training approved by the code official. A **copy** of the original certificate from the training provider must accompany the application.

**FEES**

The initial fee for an electrical maintenance technician registration is \$35.00 and will be assessed **AFTER** the application is approved by the Chief Electrical Inspector or designated city staff. **PLEASE DO NOT ATTACH THE FEE WITH THIS APPLICATION.** It is the responsibility of the maintenance technician to renew his/her registration card annually; the renewal fee is \$35.00. A photo ID is required to be taken; therefore renewal by mail is not available.

For additional applications or for further information visit our website at: <http://www.sanantonio.gov/dsd/electrical.asp> or call (210) 207-8237.

The application along with a copy of the training class certificate(s) must be delivered in person to the address below for approval:

City of San Antonio  
Planning & Development Services Department  
ATTN: Mimi Camargo  
1901 S. Alamo, Room 235  
San Antonio, Texas 78204

\_\_\_\_\_  
**Applicant Signature**

\_\_\_\_\_  
Chief Electrical Inspector  
Planning and Development Services Department

\_\_\_\_\_  
Date Approved

**INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED**