



**TECHNICAL BULLETIN**  
**Planning & Development Services**  
**Building Inspections Division**

**TOPIC: Maintenance Personnel**

This Technical Bulletin identifies the mechanical, electrical, and plumbing (referred to as MEP in this document) work that a maintenance employee may perform without additional licensing as long as the repairs are incidental to their employment as maintenance personnel and MEP work that must be performed by licensed trade-specific contractors.

To be categorized as a maintenance employee, the individual must own or be a full-time employee of the owner of the property where they will be working as a maintenance person. Independent maintenance companies may not perform any of the work described in this bulletin for the general public unless they are appropriately licensed. All work performed must comply with the current adopted codes of the City of Arlington, as amended.

**The following maintenance work may be performed without permit:**

*(Note: All replacement items are like-for-like replacement only)*

**Plumbing**

- Repair leaking water and waste lines in exposed locations.
- Unclog building drains/sewers through an existing approved opening (clean out).
- Replace plumbing fixtures (not to include tub/shower valves or fixture stops).

**Electrical**

- Replace receptacle plates and switch plates.
- Replace receptacles and light switches.
- Replace fuses with identical fuses (same amperage, class, voltage).
- Replace branch circuit breakers (same amperage, fault current rating).
- Replace lamps and ballasts.
- Replace lighting fixtures and ceiling fans.
- Replace appliances.
- Replace exhaust fan motors.

**Mechanical**

- Replace individual ducts.
- Repair/replace components of existing heating/cooling units (fan motors, relays, contactors, etc).

**The following maintenance work may be performed by registered maintenance personnel after permit is issued:**

**Plumbing**

- Repair water and sewer/venting system leaks in concealed locations.
- Replace electric water heater (installation of required local electric disconnect must be performed by licensed electrician with permit).
- Replace existing hot water circulating pumps, like-for-like only.

**Mechanical**

- Replace electric environmental heating/cooling units, same tonnage, in same location. (installation of required local electric disconnect must be performed by licensed electrician with permit).
- Replace condenser units only, like-for-like, in same location. (installation of required local electric disconnect must be performed by licensed electrician with permit).

**Examples of work that must be performed by licensed MEP contractors of their respective trades and requires permits:**

**Plumbing**

- Replace gas or solid fueled water heaters.
- Any work to be performed on natural gas or propane gas service piping.
- Alterations, additions, deletions of any portion of the water, sewer and vent systems.

**Mechanical**

- Complete replacement of mechanical system.
- Replace gas or solid fueled environmental heaters.

**Electric (Repair, replacement or installation of the following items)**

- Service conductors
- Service masts
- Service risers
- Conductors of any type
- Conduit
- Meter bases
- Lugs in meter bases
- Switchboards, panelboards, and subpanels
- Disconnecting means

**All MEP fire repair work must be permitted and performed by licensed contractors, and inspected.**