

# BUILDING PERMITS AND BUILDING MAINTENANCE

A QUICK LOOK AT THE BUILDING CODES,  
MAINTENANCE PERSONNEL,  
AND THE PERMITTING PROCESS

Property maintenance can be a maze full of hurdles. Different codes require different things and time is always of the essence.

In this presentation we will look into the building codes; what maintenance personnel can do with and without permits and what requires a licensed contractor with a permit; as well as the permitting process.



## What defines "maintenance?"

Let's begin by looking at the definition of the word "maintenance" as it is defined by the building codes. The International Code Council (referred to as the ICC and is the group that has written the building codes adopted by the City of Arlington) as well as the state agencies that generate the laws for MEP (Mechanical, Electrical, and Plumbing) contractors agree that the word "maintenance" is defined the same as in a dictionary. It is "maintaining" an existing building and it's components. As it pertains to the codes, that means the building codes that were in place at the time of original construction.

Unfortunately, over time, some components of the structure can no longer be maintained and must be replaced. Once a component must be replaced it must meet the current, applicable codes.

# What are these “building codes” to which you refer, and what do they mean for me?

- Beginning May 14<sup>th</sup>, 2018 the City of Arlington will be under the following codes from the ICC:
  - 2015 IBC (International Building Code)
  - 2015 IRC (International Residential Building Code- which is only for 1&2 family dwellings such as a single residence or duplex.)
  - 2015 IMC (International Mechanical Code)
  - 2017 NEC (National Electrical Code)
  - 2015 IPC (International Plumbing Code)
  - 2015 IFGC (International Fuel Gas Code)
  - 2015 IFC (International Fire Code)
  - 2015 IECC (International Energy Conservation Code)
  - 2015 IEBC (International Existing Building Code)

## Uhhh... Is that a joke?

Sorry to say, that's only the highlights. There are also City of Arlington amendments to these books. I know, it's a lot of information. In all, there are over 10,000 pages of building codes and they all work together to help ensure the safety and well-being of our residents and the protection of your investments (which are your properties).



## Where do I start?

The best place to start is by identifying the type of property you have and the verbiage can be tricky.

If the structure is something other than a 1 or 2 family (single family or duplex) dwelling it is considered a commercial structure and falls under the 2015 IBC.



# MILTITENANT

Apartment buildings are an R-2 occupancy as identified in Section 310.4 of the IBC. This classification dictates what options are available for the occupant loads (number of tenants), building materials, paths of egress, and other portions of construction/design. Knowing your occupancy classification helps identify what requirements exist when looking into remodeling or building new. This also means that the other, individual code books apply (IMC, NEC, IPC, IFGC, IFC)

# WHAT CAN MY MAINTENANCE PEOPLE DO WITHOUT A PERMIT?

The state agencies that govern MEP work and the Texas Occupations Codes are:

- **Mechanical:**  
Occupations Code; Chapter 1302; Administered by the TDLR (Texas Department of Licensing and Regulation)
- **Electrical:**  
Occupations Code; Chapter 1305; Administered by the TDLR (Texas Department of Licensing and Regulation)
- **Plumbing:**  
Occupations Code; Chapter 1301; Administered by the TSBPE (Texas State Board of Plumbing Examiners)



# MECHANICAL

Per the applicable state laws, a person employed full time as a maintenance person may, without permit, perform the following mechanical work:

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

# ELECTRICAL

Per the applicable state laws, a person employed full time as a maintenance person may, without permit, perform the following electrical work:

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

# PLUMBING

Per the applicable state laws, a person employed full time as a maintenance person may, without permit, perform the following plumbing work:

- 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 valves).

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

Maintenance employees that are full-time employed as maintenance workers may register with the City of Arlington as maintenance contractors in order to pull permits for the location(s) where they are employed. Please note that this does not include a professional maintenance company contracted to perform maintenance work as it is needed. They would actually be handymen and cannot do anything except carpentry work, painting, and unskilled labor.

# MECHANICAL

Registered maintenance personnel may, with permit and subsequent inspections, perform the following mechanical work:

- Replace electric fueled 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).

# Electrical



Hello... "hello" ... "hello" ... Echo!... "echo" ... "echo" ...



# PLUMBING

Registered maintenance personnel may, with permit and subsequent inspections, perform the following plumbing work:

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



# Okay, okay. So what work needs a licensed contractor?

As fate would have it, we all eventually have repair work that requires a licensed professional. If a licensed professional is performing any work other than those previously stated as not requiring a permit, they must pull a permit for that work. A permit must be in place prior to work being performed.

Saturday morning at 2 a.m. you say? Yes, there is an exception for emergency repairs afterhours and that exception specifically requires a permit to be pulled on the morning of the next business day.

# Building inspections is a pain! I hate red tags!

We average over 3,000 inspections per month. No one likes red tags (failed inspections), even the inspectors. The building codes are the "minimum safety requirements." If we fail an inspection because it does not meet the minimum safety requirements, then it is our way of protecting your customers and your property. Public safety is our priority. We would all prefer that inspections pass the first time through. That's where familiarity with the building codes comes in to play. If the maintenance personnel are familiar with the applicable building codes, we can move through our inspections faster and you get customers into their tenant spaces faster.


# Who can answer questions we may have?

The City of Arlington's Community Development and Planning Department is staffed by very talented and knowledgeable team members. If the person you're talking to does not know the answer to a question, we can direct you to the person that will. We have engineers, planners, plans examiners, a Senior Plumbing and Mechanical Inspector, and a Senior Electrical Inspector to help answer all your questions.

Our goal is the same as yours, to get the work done right the first time and get the building occupied, safely.

# ArlingtonPermits.com

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**Arlington Permits**

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**What's New to Arlington Permits Online**

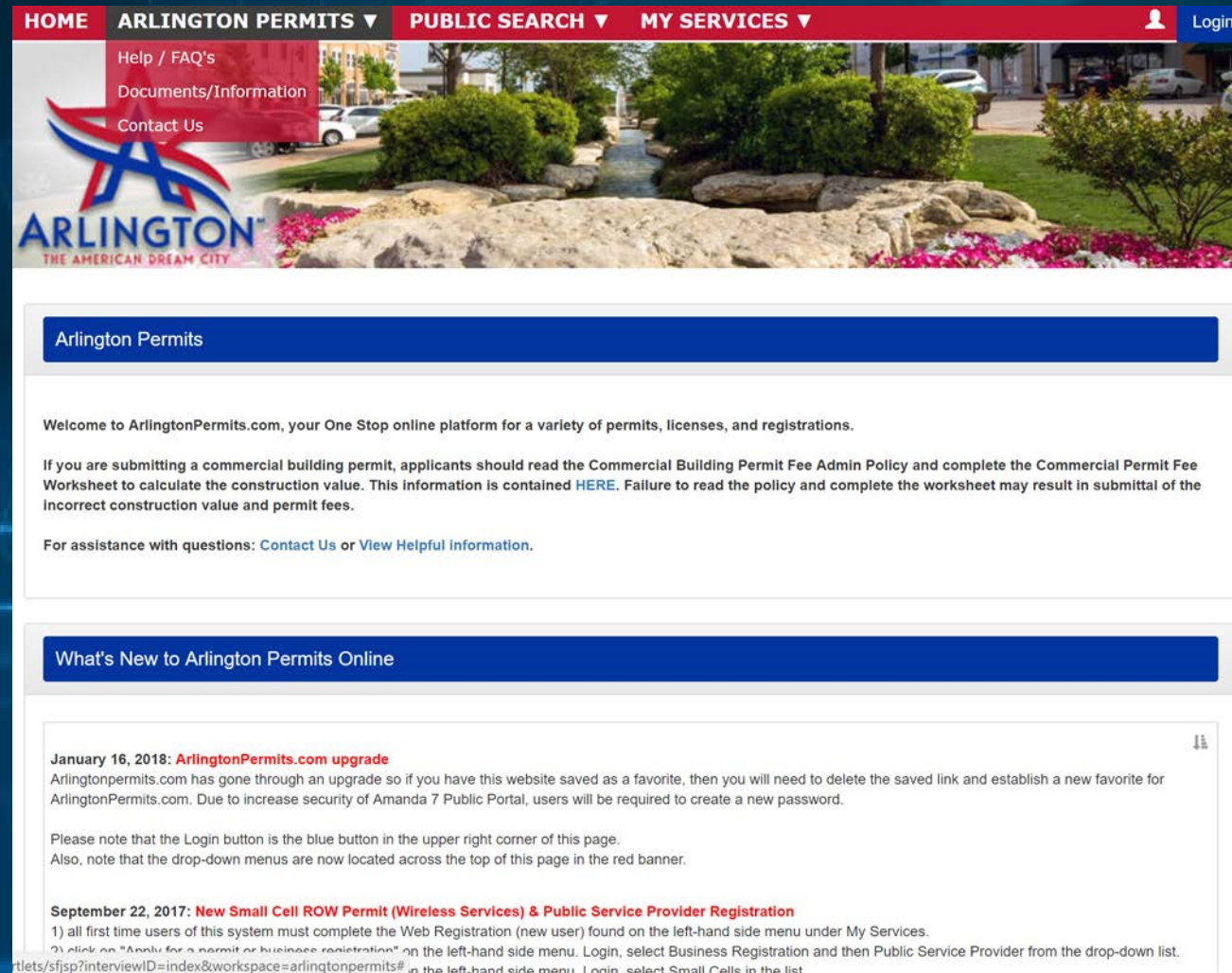
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**September 22, 2017: New Small Cell ROW Permit (Wireless Services) & Public Service Provider Registration**  
1) all first time users of this system must complete the Web Registration (new user) found on the left-hand side menu under My Services.  
2) click on "Apply for a permit or business registration" on the left-hand side menu. Login, select Business Registration and then Public Service Provider from the drop-down list.  
3) click on "Apply for a permit or business registration" on the left-hand side menu. Login, select Small Cells in the list.  
--Complete all information and attach all required electronic documents (PDF) at the end.  
To find out more click [here](#)

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# AP.com is your one-stop shop for registrations and permitting. The dropdown menu for Arlington Permits includes:



The screenshot shows the ArlingtonPermits.com website. At the top is a red navigation banner with the following items: HOME, ARLINGTON PERMITS (with a dropdown arrow), PUBLIC SEARCH (with a dropdown arrow), MY SERVICES (with a dropdown arrow), a user icon, and a Login button. Below the banner is a large banner image of a park with a stream and flowers. On the left side of this image is the Arlington logo, which features a stylized 'A' in red and blue, and the text 'ARLINGTON THE AMERICAN DREAM CITY'. A red dropdown menu is open over the logo, containing the following links: Help / FAQ's, Documents/Information, and Contact Us. Below the banner image is a blue header bar with the text 'Arlington Permits'. The main content area has a white background and contains the following text: 'Welcome to ArlingtonPermits.com, your One Stop online platform for a variety of permits, licenses, and registrations.' followed by a paragraph about commercial building permits and a link to a policy document. Below that is a link for assistance with questions. A second blue header bar contains the text 'What's New to Arlington Permits Online'. The main content area below this bar contains two news items. The first is dated 'January 16, 2018' and is titled 'ArlingtonPermits.com upgrade'. The second is dated 'September 22, 2017' and is titled 'New Small Cell ROW Permit (Wireless Services) & Public Service Provider Registration'. Both news items include detailed instructions for users.

**HOME** **ARLINGTON PERMITS** ▼ **PUBLIC SEARCH** ▼ **MY SERVICES** ▼  **Login**

Help / FAQ's  
Documents/Information  
Contact Us

**ARLINGTON**  
THE AMERICAN DREAM CITY

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# Help/FAQs

## How to Guides and Videos

Click the desired link below to open it.

Title	PDF Document
<a href="#">Apply for a Permit</a>	<a href="#">PDF</a>
<a href="#">Applying for a New Business Registration</a>	<a href="#">PDF</a>
<a href="#">Enable TLS on Browser</a>	<a href="#">PDF</a>
<a href="#">Paying Fees Online</a>	<a href="#">PDF</a>
<a href="#">Update or Renew Online</a>	<a href="#">PDF</a>
<a href="#">Web Registration</a>	<a href="#">PDF</a>

## FAQ's


### **I registered but I can not see my existing permit, license, or registration.**


If you did not use a PIN Number provided by the city, then your registration record must not be associated with your existing permit, license, or registration. Please contact the city and someone can associate your records with your new registration account.

### **When I try to register, it says my email address is already registered but I do not remember registering for this site.**

Our Fire Inspections site uses the same registration setup as our Fire Inspections site. If you have a registration for our Fire Inspections site, you would use the same registration for this site as well. If this is not the case, please contact the city for assistance.

# Documents and Information

[HOME](#) [ARLINGTON PERMITS ▼](#) [PUBLIC SEARCH ▼](#) [MY SERVICES ▼](#)  [Login](#)



**ARLINGTON**  
THE AMERICAN DREAM CITY

## Documents and Information

**Credit Access Business (CAB)**  
[City of Arlington Consumer Credit Counseling Form \(English, Spanish, Vietnamese\)](#)

**Community Development and Planning Permit Applications and Forms**  
[Permit Applications and Forms \(Including Reroofing Worksheet\)](#)

**Fire Code Amendments**  
[Fire Code Amendments](#)

**Developer & Construction Manual**  
[Developer & Construction Manual](#)

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# Contact Information

## Contact Us

### Building and Health Related Permits

Community Development and Planning  
City Hall  
101 W. Abram St, 2nd Floor  
Arlington, TX 76010

Phone: (817) 459-6502

### Liquor Licenses

City Secretary's Office  
City Hall  
101 E. Abram St, 3rd Floor  
Arlington, TX 76010

### Fire Permits and Inspection

Fire Prevention  
Arlington Fire Department  
405 W. Main St.  
Arlington, TX 76010

Phone: (817) 459-5539

Email: [fire@arlingtontx.gov](mailto:fire@arlingtontx.gov)

### Burglar Alarm Permits

Police Alarm Office  
Arlington Police Department  
620 W. Division St.  
Arlington, TX 76011

Phone: (817) 459-6472

Email: [alarmoffice@arlingtontx.gov](mailto:alarmoffice@arlingtontx.gov)

#### Mailing Address

Arlington Police Department  
Alarm Office, Mail Stop #04-0101  
PO Box 1065  
Arlington, TX 76004

### Annual Property Inspection / Multi-family License Application

Code Compliance Services / Multi-family Division

For more information concerning the Multi-family License Application process or payment of Annual Property Inspection fees please contact the people below.

Name	Number	Email
Sr. CCO Lesley Mills	(817) 459-5363	<a href="mailto:Lesley.Mills@arlingtontx.gov">Lesley.Mills@arlingtontx.gov</a>
Sr. CCO John Taylor	(817) 459-5864	<a href="mailto:Jonathan.Taylor@arlingtontx.gov">Jonathan.Taylor@arlingtontx.gov</a>

### Annual Pool Inspection / Operation Permit

Code Compliance Services

For more information concerning receiving a Pool Operating Permit for the coming season please contact the people below.

District	CS Supervisor	Phone	Email
N	Steve Allen	(817) 459-6271	<a href="mailto:Stephen.Allen@arlingtontx.gov">Stephen.Allen@arlingtontx.gov</a>
S	Lisa Duncan	(817) 459-5330	<a href="mailto:Lisa.Duncan@arlingtontx.gov">Lisa.Duncan@arlingtontx.gov</a>
E	Robert Lawless	(817) 459-5865	<a href="mailto:Robert.Lawless@arlingtontx.gov">Robert.Lawless@arlingtontx.gov</a>
W	Kelly Marvel	(817) 459-6225	<a href="mailto:Kelly.Marvel@arlingtontx.gov">Kelly.Marvel@arlingtontx.gov</a>

# Public Search tab includes:



The screenshot shows the top navigation bar of the ArlingtonPermits.com website. The navigation bar is red with white text. It includes the following items: HOME, ARLINGTON PERMITS (with a dropdown arrow), PUBLIC SEARCH (with a dropdown arrow), MY SERVICES (with a dropdown arrow), a user icon, and a Login button. Below the navigation bar, there is a banner image featuring the Arlington logo (a stylized star) and the text "ARLINGTON THE AMERICAN DREAM CITY". To the right of the logo, a dropdown menu is open, listing the following options: Locate a Business, Permit Information, Contractor Search, Issued Permit Search, Pending Permit Search, and View Status of Fire Inspections.

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[lets/sfisp?interviewID=index&workspace=arlingtonpermits#](#) on the left-hand side menu. Login, select Small Cells in the list.

# Locate a Business

## Locate a Business in Arlington

### Business Name

Business \*

Please enter all or a portion of a valid Business name and click the 'Search' button.

Search by Business Name

### Business Address

Enter all or some of the fields below to search for your property.

Street No.	Direction	Street Name	Street Type
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Search by Address

# Permit Information

## Contractor Name

Contractor's Business Name \*

Start Date

End Date

Optional: Enter a date range to search for permits issued within a specific timeframe

Search by Business Name

## Business Address

Enter all or some of the fields below to search for your property.

Street No.	Direction	Street Name	Street Type
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Optional: Enter a date range to search for permits issued within a specific timeframe

Start Date	End Date
<input type="text"/> 	<input type="text"/> 

Search by Address

# Contractor Search



Look for a Contractor in Arlington

Contractor Name

Contractor Name

Contractor Type

Please enter a valid Contractor Name and/or a Contractor Type and click the 'Search' button.

Search



# Issued Permit Search



## PUBLIC SEARCH - ISSUED PERMITS

### PERMIT TYPE

Permit Type

Select a permit type and click the search button

Start Date

End Date

Optional: Enter a date range to search for permits issued within a specific timeframe

Search

# Pending Permit Search



## PUBLIC SEARCH - PENDING PERMITS

### PERMIT TYPE

Permit Type

Select a permit type and click the search button

Start Date

End Date

Optional: Enter a date range to search for permits applied for within a specific timeframe

Search



# View Status of Fire Inspections

Locate an Inspection in Arlington

Folder Number

Folder Number \*

Please enter a valid folder/account number and click the 'Search' button. folder number format is: Year + folder Number + AFI; e.g.: 08113451AFI.

Search by Folder/Account Number

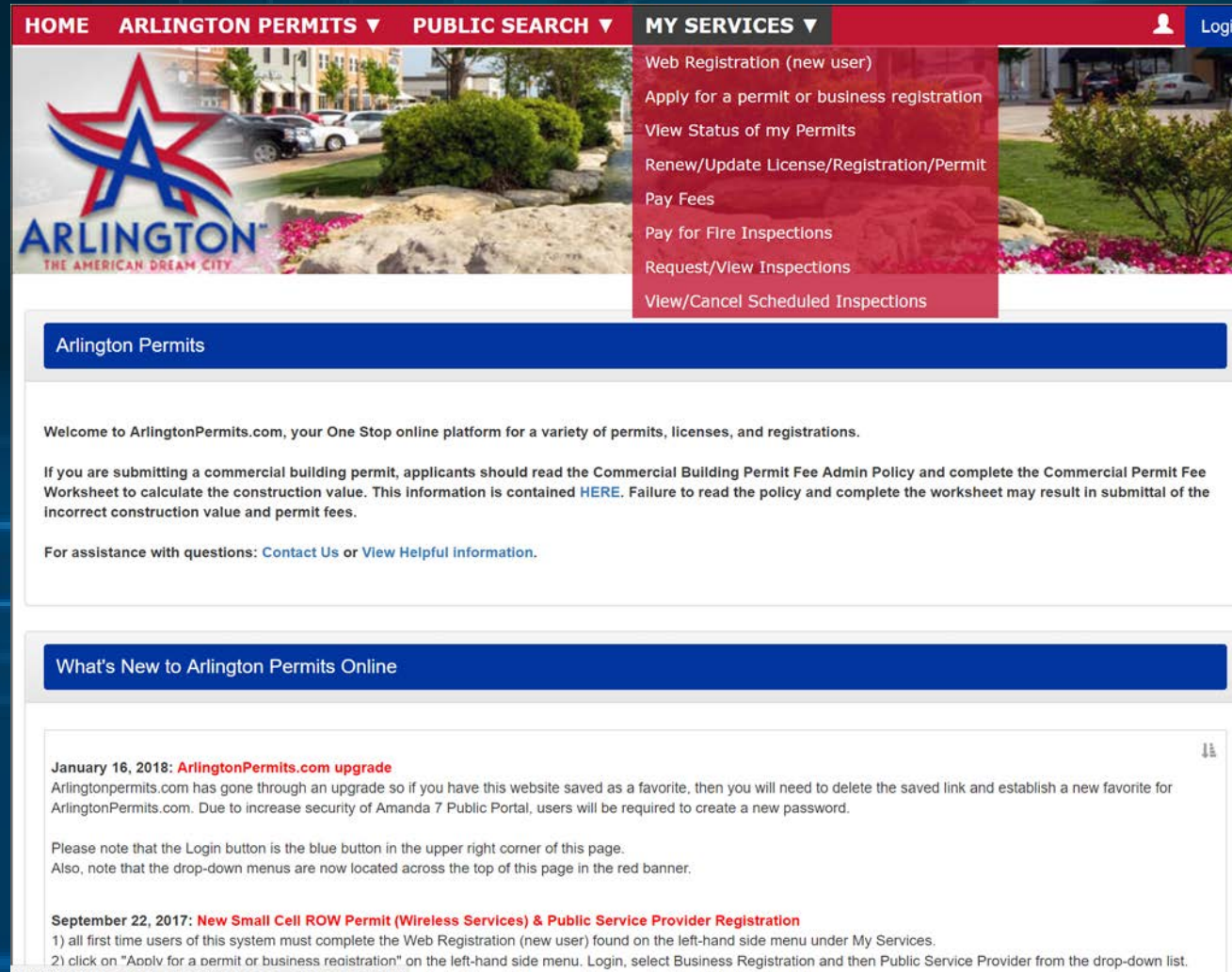
Inspection Address

Street No. \*    Direction    Street Name \*    Street Type


Search by Address

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# My Services tab includes:



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**HOME** **ARLINGTON PERMITS** ▾ **PUBLIC SEARCH** ▾ **MY SERVICES** ▾  **Login**

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- Web Registration (new user)
- Apply for a permit or business registration
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Web Registration (new user)

Apply for a Permit or Business Registration

View Status of my Permits

Renew/Update a License/Registration/Permit

Pay Fees

Pay for Fire Inspection

Request/View Inspections

View/Cancel Scheduled Inspections

**All this information and more  
can be found on our website:  
[Arlingtontx.gov](http://Arlingtontx.gov)**

**We are here to help!**