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## Wichita-Sedgwick County Metropolitan Area Building and Construction Department

### **MABCD DIRECTIVE #14-G23 (GENERAL DIRECTIVE)**

**ISSUE: Homeowner Testing**

**EFFECTIVE DATE: December 1, 2014**

- G23.1 In the event an owner wants to perform their own trade work in lieu of hiring a professional contractor, MABCD will establish a standard skills testing procedure to insure the customer understands the basics concerning the task he/she is about to undertake. MABCD will also provide a list of complex work that will require the use of a professional contractor and cannot be safely accomplished by an unlicensed person. This only involves only trade tasks including electrical, plumbing, and mechanical work.
- G23.2 A fee of \$50 will be charged to take the homeowner's test.
- G23.3 Homeowners can only perform permitted trade work upon the residence in which they reside. By code, this work shall be limited to one permit per trade in three years to each applicant concerning new construction or remodels. After 3 years, the homeowner would have to test again.
- G23.4 The homeowner must provide some type of document to prove residency at the site where the work is to occur. Trade work on rental properties is required to be accomplished by a licensed contractor.
- G23.5 When an owner wants to serve as their own contractor, the owner will notify permit desk staff at the time they apply for a permit. The permit staff will inform the owner that a standardized test must be passed by answering at least 75% of the questions correctly before a permit will issued. The customer may choose to:
- Immediately take the test using provided testing materials (permit issued upon passage of exam). In the event of test failure, a permit cannot be issued. The subject may schedule a retest after a 24 hour waiting period.
  - Hire a professional contractor (permit may be issued).
- G23.6 The Chief Trade Inspectors will be responsible for developing and grading the applicable tests which remain on file in MABCD. Test content will be reviewed by the Chiefs on an annual basis and by the associated Trade Advisory Board whenever new code is adopted.

Thomas J. Stolz  
Director – MABCD  
11/17/14