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Metropolitan Area Building  
and Construction Department

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

**ISSUE: Homeowner Testing**

**EFFECTIVE DATE: December 1, 2014**

**AMENDED: June 24, 2015, December 28, 2020**

- 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 they are about to undertake. MABCD will also provide a list of complex work that will require the use of a professional contractor. This involves only trade tasks including electrical, plumbing, and mechanical work.
- G23.2 A fee 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 (3) years to each applicant concerning new construction or remodels. After three (3) years, the homeowner would have to test again.
- G23.4 The homeowner must provide documentation to prove residency at the site where the work is to occur. Trade work on rental properties, shall be performed by an MABCD-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:
- Schedule 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 after the contractor is designated and has agreed to be attached to the permit).
- If the owner does not designate a contractor or does not schedule an exam immediately, the owner waives the right to take an exam for this project. A note shall be placed in the comments field indicating that the owner waives their right to take an exam and is now required to hire a licensed professional to perform the trade work.

G23.6 The Chief Trade Inspector(s) will be responsible for developing and grading the applicable test(s), 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.

G23.7 Tests available for homeowners include the following:

- General Electrical Exam (administered by MABCD Electrical Chief)
- Drain Waste & Vent Exam (administered by MABCD Plumbing Chief)
- Water Heater Exam (administered by MABCD Plumbing Chief)
- Fireplace Installation Exam (administered by MABCD Mechanical Chief)
- New A/C & Furnace Exam (administered by MABCD Mechanical Chief)
- Lawn Irrigation Exam (administered by MABCD Plumbing Chief)

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