



Exemption Timeline Options for Reissued and Corrected Reissued Notices to Comply

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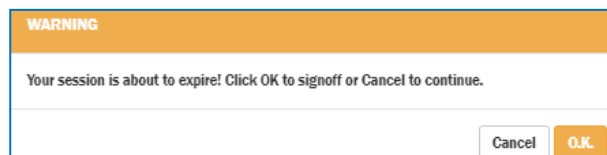
INTRODUCTION

For Compliance Year (CY) 2021 and 2022, building owners that received a Reissued (dated 3/7/2023) or Corrected Reissued (dated 4/7/2023) Notice to Comply can either use their Original Compliance Due Date **OR** their Reissued Compliance Due Date to address all energy and/or water exemptions.

The following instructions are a supplement to the “SUBMIT DECLARATION OF EXEMPTION FOR ENERGY” and “SUBMIT DECLARATION OF EXEMPTION FOR WATER” documents and will guide you through selecting the Compliance Due Date upon which the Exemption timelines will be based on.

BEFORE YOU BEGIN NOTES

- ✓ **Registration of the building is required before beginning this process.**
- ✓ The Exemption Timeline Option screen will only be available to (1) building IDs that received a Reissued or Corrected Reissued Notice to Comply and (2) have not yet submitted a Declaration for Energy and/or Water. If you have already received an Approval for your Declaration of Completion or Exemption for Energy and/or Water you will not be able to use these instructions.
- ✓ For qualified Building IDs, the Exemption Timeline Option screen will appear after completing the Licensed Professional’s Contact Information and Credentials screen.
- ✓ An option must be selected in order to proceed. Users will always be prompted at every repetition.
- ✓ For security purposes, idle sessions on this site will timeout after 30 minutes of inactivity and the message below will appear on the screen. At that point there will be a 3-minute period where the user can respond. If the user does not respond within this time frame, the user will be automatically logged out of the system.





EBEWE Audits & Retro-Commissioning Compliance Instructions



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INSTRUCTIONS

- After logging into your account and registering the building (refer to the Registration and Payment instructions), scroll down the Customer Status Screen to view the status of the building being processed and other buildings that have been previously registered. In addition to scrolling through the list of buildings, the “Search for Registered Buildings” window can be used to go directly to a specific building.
- Under the “Energy Audit and Retro-Commissioning” or “Water Audit and Retro-Commissioning” header, click the **SUBMIT** or **PENDING** button under the column that reads “Declaration of Exemption” (see image below).

Address	Year	Building ID	Payment	Energy Audit and Retro-Commissioning			Water Audit and Retro-Commissioning			Overall Status
				Declaration of Completion	Declaration of Exemption	Compliance Status	Declaration of Completion	Declaration of Exemption	Compliance Status	
3520 N BROADWAY	2021	500175849211	<input type="button" value="Submit"/>	<input type="button" value="Submit"/>	<input type="button" value="Submit"/>	Pending	<input type="button" value="Submit"/>	<input type="button" value="Submit"/>	Pending	Not Complied

- The “Licensed Professional’s Contact Information and Credentials for Energy/Water Audit & Retro-Commissioning” screen will appear. Select one from the two options to proceed.
 - Option A – Select this option to skip the Licensed Professional screen and submit an Energy or Water exemption request based on section 91.9706.1.3.6 or 91.9706.2.3.4, respectively.
Click Option **A** and click **OK** on the warning message to proceed.



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- b. Option B – Select this option to enter the Licensed Professional’s information and submit a Declaration of Exemption for Energy or Water based on sections 91.9706.1.3.1 through 91.9706.1.3.5 or 91.9706.2.3.1 through 91.9706.2.3.3, respectively.

Click Option **B**, enter the Licensed Professional information and click **NEXT** to proceed.

TO CONTINUE, SELECT OPTION A OR B

A. Click here only if you are submitting an water exemption per 91.9706.2.3.4 of the LAMC:
"The building is new and has been occupied for less than five years from its first due date, based on its Temporary Certificate of Occupancy or Certificate of Occupancy."

B. Click here to submit another type of exemption and complete the Licensed Professional screen.

Licensed Professional's Contact Information and Credentials for Water Audit & Retro-Commissioning
LAMC Division 97 requires that the A/RCx be performed under the direct supervision of a California licensed engineer or registered Architect or attest to the justification(s) for requesting an exemption. The information provided below will be used to automatically fill in the fields of the Declaration of Completion for the A/RCx or Declaration of Exemption as applicable.

(All fields are required)

Licensee's Information	
1. Email:	email@domain.com
2. Phone Number:	213-555-5555
3. Engineer or Architect:	Engineer v
4. License Number:	12345 Q
	Click Q to get License Holder, Type, Expiration Date
5. License Holder:	DOE, JOHN
6. Professional License Type:	C
7. License Expiration Date:	03/31/2023
8. Copy license information to Energy?	No v
Building Information	
9. Building ID:	123456789010
10. Audit/Retro Commissioning Year:	2021
11. Address:	5555 S MAIN ST
12. Assessor Identification Number(AIN):	5555-555-555
13. Primary Use:	INSTITUTIONAL

Exit
Reset
Save
Next



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4. Regardless of the option selected, the “Exemption Timeline Option” screen will appear. Select one from the two options to proceed.
 - a. Original Compliance Due Date – Depending on the last digit of your building ID, the original compliance Due Date may be 12/01/2021 (last digit of 0 or 1) or 12/01/2022 (last digit of 2 or 3).
 - b. Reissued Compliance Due Date – Depending on your Reissued notice, the reissued compliance Due Date may be 09/07/2023 (Reissued Notice dated 3/7/2023) or 10/07/2023 (Corrected Reissued Notice dated 4/7/2023).

Our records show that a Reissued Notice to Comply was generated for this Building ID
Optional compliance timelines are available.
Refer to the “Exemption Timeline Options for Reissued and Corrected Reissued Notices to Comply” document
posted under “A/RCx User Instruction Guides” at www.ladbs.org/ebewe/audits-retro-commissioning for further guidance

OR

Please select one compliance due date under which your ENERGY exemption timeline will be based on:

12/1/2021 Original	9/7/2023 Reissued
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Our records show that a Reissued Notice to Comply was generated for this Building ID
Optional compliance timelines are available.
Refer to the “Exemption Timeline Options for Reissued and Corrected Reissued Notices to Comply” document
posted under “A/RCx User Instruction Guides” at www.ladbs.org/ebewe/audits-retro-commissioning for further guidance

OR

Please select one compliance due date under which your WATER exemption timeline will be based on:

12/1/2021 Original	9/7/2023 Reissued
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NOTES:

- The selected Compliance Due Date will only affect the indicated Exemption Request Type selected (Energy or Water). It is possible to select the original compliance due date for Energy and the reissued compliance due date for Water or vice versa.
- This screen will continue to appear until the final SUBMIT button is clicked.



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5. The “Request Exemption from the Energy/Water Audit & Retro-Commissioning for the Selected Compliance Year” screen will appear. Select one of the exemption conditions and complete the required fields.

Request Exemption from the Energy Audit & Retro-Commissioning for the Selected Compliance Year

The reasons for exemption listed below are set forth in Division 97, Article I, Chapter IX of the Los Angeles Municipal Code (LAMC). By completing this screen, you are attesting that the justification selected and supporting information provided are factual for the following building so that it can be deemed exempt from Audits and Retro-Commissioning requirements for the selected Compliance Year:

LADBS Building ID 123456789001 located at 12345 SOME ST , Zip code 90005 for Compliance Year 2021.

Proof of Exemption from the Energy Audit & Retro-Commissioning

Please select only one of the six reasons for which the building should be exempted. For reason 5, you must also indicate four out of the six subitems (a through f) that qualifies the building for this exemption.

Request Exemption from the Water Audit & Retro-Commissioning for the Selected Compliance Year

The reasons for exemption listed below are set forth in Division 97, Article I, Chapter IX of the Los Angeles Municipal Code (LAMC). By completing this screen, you are attesting that the justification selected and supporting information provided are factual for the following building so that it can be deemed exempt from Audits and Retro-Commissioning requirements for the selected Compliance Year:

LADBS Building ID 123456789001 located at 12345 SOME ST , Zip code 90005 for Compliance Year 2021.

Proof of Exemption from the Water Audit & Retro-Commissioning

Please select only one of the four reasons for which the building should be exempted. For reason 2, you must also indicate two out of the three subitems (a through c) that qualifies the building for this exemption.

NOTES:

- Refer to the “ENERGY AND WATER EXEMPTION MATRIX”, posted in the “A/RCx User Instruction Guide” tile at www.ladbs.org/ebewe/audits-retro-commissioning, for more information regarding required proof and accepted date range associated with each exemption condition and Compliance Due Date.
- Refer to “SUBMIT DECLARATION OF EXEMPTION FOR ENERGY” and “SUBMIT DECLARATION OF EXEMPTION FOR WATER”, posted in the “A/RCx User Instruction Guide” tile at www.ladbs.org/ebewe/audits-retro-commissioning, for the rest of the steps; generation of the Declaration and upload instructions.
- To change the selected Exemption Timeline:

	Click the BACK button until you get back to the “Licensed Professional’s Contact Information and Credentials for Energy/Water Audit & Retro-Commissioning” screen. Then repeat step 3 onwards.
	Click the EXIT button to go back to the “Customer Status Screen”. Then repeat step 1 onwards.