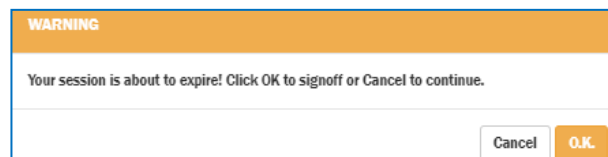Created 8/16/2021   Last Updated 10/04/2022

INTRODUCTION

The EBEWE Audits and Retro-Commissioning (A/RCx) system is web based and will not require users to download any software. Please read through the checklist below to make sure the compliance process can be successfully completed.

BEFORE YOU BEGIN NOTES

✔ **This process requires a printer/scanner**. Users will need to print the Declaration, sign and scan it to a PDF, and upload the signed and scanned PDF to the A/RCx system. For more details, view the "Print, Sign, and Upload Declaration" instructions posted at the A/RCx Home Page (https://www.ladbs.org/ebewe/audits-retro-commissioning) after clicking the tile titled "A/RCx User Instruction Guides".

✔ **Registration of the building is required before beginning this process.** Payment is not required prior to beginning this process, but payment is required before the building will be considered in full compliance with the A/RCx requirements of the EBEWE program. *Note that fees are not due when Declarations of Exemption for both Energy and Water have been approved by LADBS.*

✔ The California licensed[1] engineer or architect that is attesting to the Declaration is not required to personally complete the Declaration screens, but they are required to attest to the validity of the information provided by way of signing in wet ink the Declaration of Completion or Exemption.

✔ Full compliance with the A/RCx requirements of Division 97 of the LAMC requires that the building be registered, fees owed are paid, and that a Declaration of Completion and/or Exemption for both Energy and Water have been approved by LADBS.

✔ If needed, you can save and exit the A/RCx system and return at a later time to complete the process without losing the data that was entered up to the point of saving and exiting.

✔ 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.

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[1]The valid license type for an architect is A and for engineers, valid types are C, E, M, and S. Abbreviations are established by the Department of Consumer Affairs, Board of Professional Engineers, Land Surveyors, and Geologists.