



## **Submit Declaration of Completion for Water**

Created 5/20/2021

Last Updated 10/04/2022

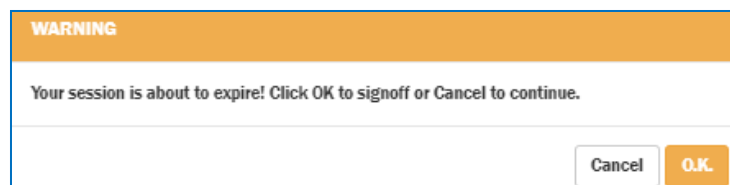
### **WATER DECLARATION OF COMPLETION**

#### **INTRODUCTION**

The following instructions will guide you through the process of submitting a Declaration of Completion for the Water portion of the A/RCx requirements. The Declaration of Completion will serve as proof that a Water Audit and Retro-Commissioning was completed as required by Division 97 of the Los Angeles Municipal Code (LAMC). LADBS will approve or deny the request based on a review of the information provided in the Declaration and, if needed, any requested additional information.

#### **BEFORE YOU BEGIN NOTES**

- ✓ **This process requires a printer/scanner.** Users will need to print the Declaration of Completion, sign and scan it to a PDF, and upload the signed and scanned PDF image to the A/RCx system. For more details, do a key word search for “**Print, sign, and date**” in this document or view the “Print, Sign, and Upload Declarations” 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<sup>1</sup> engineer or architect that is attesting to the Declaration of Completion 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 generated in Step 7.
- ✓ 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.



<sup>1</sup>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.



# EBEWE Audits & Retro-Commissioning Compliance Instructions



## Submit Declaration of Completion for Water

### INSTRUCTIONS

1. 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.
2. Under the “Water Audit and Retro-Commissioning” header, click the **SUBMIT** or **PENDING** button under the column that reads “Declaration of Completion” (see image below).

LOS ANGELES

EBEWE: Audits & Retro-Commissioning

LADBS Building ID  Building Zip Code  Year

Guidelines for compliance:  
 1) Register your building: Enter information on top line or search for a previously-registered record  
 2) Submit payment of \$183 for Audits & Retro-Commissioning Compliance Year  
 3) Submit Energy Declaration of Completion or Exemption  
 4) Submit Water Declaration of Completion or Exemption

Search for Registered Buildings:

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	
1234 SOMEWHERE ST	XXXX	123456789453	04/07/2021	<input type="button" value="Submit"/>	<input type="button" value="Submit"/>	No Action	<input type="button" value="Submit"/>	<input type="button" value="Submit"/>	No Action	Not Complied

3. The Licensed Professional’s Contact Information and Credentials for Water Audit & Retro-Commissioning screen appears (see next page).

Enter the licensee information for the licensed architect or engineer that either performed the Water A/RCx or directly supervised the performance of it, including the licensee’s **Email Address** and **Phone Number**, **Profession Type** and **License Number**. Click the **Magnifying Glass** to look up the Architect/Engineer.

If the same engineer or architect for Water is requesting an exemption or is attesting that they completed or directly supervised an A/RCx for Energy, select “Yes” for Item 8. The license information will be automatically copied to the Energy license screen and the status on the Customer Status screen will change from SUBMIT to PENDING for the Energy declaration. The information can be edited, if needed, on the Energy license screen. However, once you’ve submitted a Declaration for Energy, that portion of the record will be locked and un-editable, regardless of any editing done to the Water license screen.

**Note:** The building information will automatically appear under the **Building Information** section. If the building information is incorrect, please contact our team at [ladbs.arcx@lacity.org](mailto:ladbs.arcx@lacity.org) before submitting the Declaration of Completion.



# EBEWE Audits & Retro-Commissioning Compliance Instructions



## Submit Declaration of Completion for Water

### 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.

#### Licensee's Information

(All fields are required)

1. Email:	<input type="text" value="email@domain.com"/>
2. Phone Number:	<input type="text" value="2135555555"/>
3. Engineer or Architect:	<input type="text" value="Architect"/>
4. License Number:	<input type="text" value="1234"/>
5. License Holder:	<input type="text" value="JOHN DOE"/>
6. Professional License Type:	<input type="text" value="C"/>
7. License Expiration Date:	<input type="text" value="12/31/2021"/>
8. Copy license information to Energy?	<input type="text" value="No"/>
<b>Building Information</b>	
9. Building ID:	<input type="text" value="No"/>
10. Audit/Retro Commissioning Year:	<input type="text" value="XXXX"/>
11. Address:	<input type="text" value="1234 SOMEWHERE ST"/>
12. Assessor Identification Number(AIN):	<input type="text" value="123-456-7891"/>
13. Primary Use:	<input type="text" value="RESIDENTIAL"/>

Click Q to get Licnese Holder, Type, Expiration Date

Exit

Reset

Save

Next



## EBEWE Audits & Retro-Commissioning Compliance Instructions



### Submit Declaration of Completion for Water

4. Confirm that the information is correct and then click **NEXT**.

**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.

**Licensee's Information** (All fields are required)

1. Email:	<input type="text" value="email@domain.com"/>
2. Phone Number:	<input type="text" value="2135555555"/>
3. Engineer or Architect:	<input type="text" value="Architect"/>
4. License Number:	<input type="text" value="1234"/>
5. License Holder:	<input type="text" value="JOHN DOE"/>
6. Professional License Type:	<input type="text" value="C"/>
7. License Expiration Date:	<input type="text" value="12/31/2021"/>
8. Copy license information to Energy?	<input type="text" value="No"/>

**Building Information**

12. Assessor Identification Number(AIN):	<input type="text" value="123-456-7891"/>
13. Primary Use:	<input type="text" value="RESIDENTIAL"/>

**Buttons:** Exit, Reset, Save, Next

**Callouts:**

- CLICK TO EXIT THE PAGE. IF YOU WISH TO SAVE THIS INFORMATION, CLICK SAVE FIRST
- CLICK TO CLEAR ALL THE INFORMATION ENTERED
- CLICK TO SAVE THE PAGE IF EXITING
- CLICK TO CONTINUE TO NEXT STEP





## EBEWE Audits & Retro-Commissioning Compliance Instructions



# Submit Declaration of Completion for Water

6. After clicking NEXT on the previous screen, the following Review screen will appear so that the information provided on the previous screen can be reviewed before it is submitted. Please take this time to review the information and to confirm that the information provided is correct.

Review the following Declaration of Completion of the Water Audits and Retro-Commissioning to ensure it is accurate.

Once you have verified that the information is accurate, click on Print Declaration. A PDF of the Declaration will be generated which you must save, print, sign, date, scan and upload the scanned copy to this website. Changes can only be made before the final Submit button is clicked — the final Submit appears after the Declaration has been uploaded. Once the final Submit button has been clicked the uploaded portion (Energy or Water) of the record will be locked. To unlock the record for changes, refer to Steps 2 through 4 of the "ARCx Correct or Change a Request" instructions. These instructions are available from the [ARCx Home Page](#) after clicking the second tile, titled "ARCx User Instruction Guides".

Declaration of Completion of the Water Audits and Retro-Commissioning for LADBS Building ID <u>123456789453</u> located at <u>1234 SOMEWHERE ST</u> Zip code <u>12345</u> for report year <u>XXXX</u> .	
1 I attest that, as set forth in Division 97, Article I, Chapter IX of Los Angeles Municipal Code (LAMC), the Water audit and retro-commissioning were performed in accordance with industry standard practices, including ASHRAE Guideline 0.2 Commissioning Process for Existing Systems and Assemblies, and under my direct supervision as a California licensed engineer or architect.	Yes <input type="checkbox"/>
2 I attest that the Water audit and retro-commissioning of the base building systems included, at minimum, the following:	
(a) Potable water distribution systems.	Yes <input type="checkbox"/>
(b) Landscape irrigation systems.	Yes <input type="checkbox"/>
(c) Water reuse systems.	Yes <input type="checkbox"/>
(d) Water features.	Yes <input type="checkbox"/>
3 I attest that I provided the following information, at minimum, on the Water Audit and Retro-Commissioning Report:	
(a) The date(s) that the audit and retro-commissioning were performed.	From Date: 04/01/2021 <input type="checkbox"/> To Date: 04/06/2021 <input type="checkbox"/>
(b) The following identifying information on the Water auditor and retro-commissioning provider:	
1 Name (Last, First)	DOE, JOHN
2 License Type	C
3 License Number	12345
4 License Expiration Date	09/30/2022
(c) Information on the base building systems and equipment.	Yes <input type="checkbox"/>
(d) A list of all retrofit measures that can reduce water use, and/or cost of operating the building; costs of each measure; and an estimate of the water savings associated with each measure.	Yes <input type="checkbox"/>
(e) All the retro-commissioning process activities undertaken and retro-commissioning measures completed.	Yes <input type="checkbox"/>
(f) Functional performance testing reports.	Yes <input type="checkbox"/>
(g) Operational training conducted.	Yes <input type="checkbox"/>
4 RECORD MAINTENANCE -- I attest that I provided the Water Audit and Retro-Commissioning Report to the building owner(s) and made them aware that they must maintain it and related records according to LAMC Division 97 which is as follows: "The building owner shall maintain records related to benchmarking, audit and retro-commissioning, including, but not limited to, the energy and water bills and reports or forms received from tenants and/or utilities. Such records shall be preserved for a period of five years. When the building is sold, the records shall be given to the new building owner."	ARCx Rept Given to Owner: 05/07/2021 <input type="checkbox"/>

[View Instructions for Uploading Declarations](#)
[Print Declaration](#)
[Back](#)
[Exit](#)

7. Click **PRINT DECLARATION**. Ensure that the information on the declaration is accurate. If it needs to be corrected, please see Step 7.a or 7.b. Otherwise, proceed to Step 8.
- To correct a Response to a Statement, click the **BACK** button until you see a **RESET** button. Correct the specific Response or use the **RESET** button to clear all the Responses.
  - To change the Licensed Professional, click the **BACK** button until you see the Licensed Professional Credentials Screen.



# EBEWE Audits & Retro-Commissioning Compliance Instructions



## Submit Declaration of Completion for Water

8. **Print, sign and date** the declaration. **Scan and save** the document to your device. Please use the following format to save your document: Decl of Compl Water-BID12345678910\_YEAR. For example, the document below would be saved as follows: Decl of Compl Water-BID123456789453\_2021, if they were complying in 2021.

	EXISTING BUILDINGS ENERGY & WATER EFFICIENCY PROGRAM		
<b>DECLARATION OF COMPLETION FROM A WATER AUDIT &amp; RETRO-COMMISSIONING</b>			
<p>Division 97 of the Los Angeles Municipal Code (LAMC) requires that a water audit be done under the direct supervision of a California licensed engineer or architect and that the Audits and Retro-Commissioning report be signed by that engineer or architect.</p> <p><b>This Declaration of Completion of a Water Audit and Retro-Commissioning is for the following building and Compliance Year:</b></p>			
<b>LADBS Building ID</b>	<b>Building Address</b>	<b>Zip Code</b>	<b>Compliance Year</b>
123456789453	1234 SOMEWHERE ST	12345	XXXX
<p><b>By signing the Water Audit and Retro-Commissioning Statement below, you are declaring that the following information is accurate and belongs to you:</b></p>			
1.	Email	email@domain.com	
2.	Phone Number	2135555555	
3.	Engineer/Architect	Architect	
4.	License Number	1234	
5.	License Holder	JOHN DOE	
6.	Professional License Type	C	
7.	License Expiration Date	12/31/2021	
<p><b>Water Audit and Retro-Commissioning Statement:</b></p>			
<p>I, <u>JOHN DOE</u>, Registered <u>Architect</u> with the state of California, certify under penalty of perjury that a Water Audit and Retro-Commissioning was performed under my direct supervision in accordance with industry standard practices for the building noted above. Further, I attest that a full and complete copy of the report was given to the building owner on <u>5/7/2021</u>, and all requirements related to Water Audits and Retro-Commissioning as set forth in Division 97 of the LAMC at the time the Audit and Retro-Commissioning was performed have been completed.</p>			
Signature <b>SIGN HERE</b>			Date Signed <b>DATE HERE</b>



## EBEWE Audits & Retro-Commissioning Compliance Instructions



# Submit Declaration of Completion for Water

9. The screen should now have a button to upload the signed declaration which reads **“UPLOAD SIGNED & SCANNED DECLARATION”**. Click on this button to proceed to the final steps the declaration.

Review the following Declaration of Completion of the Water Audits and Retro-Commissioning to ensure it is accurate.

Once you have verified that the information is accurate, click on Print Declaration. A PDF of the Declaration will be generated which you must save, print, sign, date, scan and upload the scanned copy to this website. Changes can only be made before the final Submit button is clicked — the final Submit appears after the Declaration has been uploaded. Once the final Submit button has been clicked the uploaded portion (Energy or Water) of the record will be locked. To unlock the record for changes, refer to Steps 2 through 4 of the “ARCx Correct or Change a Request” instructions. These instructions are available from the [ARCx Home Page](#) after clicking the second tile, titled “ARCx User Instruction Guides”.

Declaration of Completion of the Water Audits and Retro-Commissioning for LADBS Building ID <a href="#">123456789453</a> located at <a href="#">1234 SOMEWHERE ST</a> Zip code <a href="#">12345</a> for report yearXXXX.	
I attest that, as set forth in Division 97, Article 1, Chapter IX of Los Angeles Municipal Code (LAMC), the Water audit and retro-commissioning were performed in accordance with industry standard practices, including ASHRAE Guideline 0.2 Commissioning Process for Existing Systems and Assemblies, and under my direct supervision as a California licensed engineer or architect.	Yes ▼
2 I attest that the Water audit and retro-commissioning of the base building systems included, at minimum, the following:	
(a) Potable water distribution systems.	Yes ▼
(b) Landscape irrigation systems.	Yes ▼
(c) Water reuse systems.	Yes ▼
(d) Water features.	Yes ▼
3 I attest that I provided the following information, at minimum, on the Water Audit and Retro-Commissioning Report:	
(a) The date(s) that the audit and retro-commissioning were performed.	From Date: 04/01/2021 <input type="checkbox"/> To Date: 04/06/2021 <input type="checkbox"/>
(b) The following identifying information on the Water auditor and retro-commissioning provider:	
1 Name (Last, First)	DOE, JOHN
2 License Type	C
3 License Number	12345
4 License Expiration Date	09/30/2022
(c) Information on the base building systems and equipment.	Yes ▼
(d) A list of all retrofit measures that can reduce water use, and/or cost of operating the building; costs of each measure; and an estimate of the water savings associated with each measure.	Yes ▼
(e) All the retro-commissioning process activities undertaken and retro-commissioning measures completed.	Yes ▼
(f) Functional performance testing reports.	Yes ▼
(g) Operational training conducted.	Yes ▼
4 <b>RECORD MAINTENANCE</b> – I attest that I provided the Water Audit and Retro-Commissioning Report to the building owner(s) and made them aware that they must maintain it and related records according to <b>LAMC Division 97</b> which is as follows: “The building owner shall maintain records related to benchmarking, audit and retro-commissioning, including, but not limited to, the energy and water bills and reports or forms received from tenants and/or utilities. Such records shall be preserved for a period of five years. When the building is sold, the records shall be given to the new building owner.”	ARCx Rept Given to Owner: 05/07/2021 <input type="checkbox"/>

UPLOAD SIGNED & SCANNED DECLARATION

Back

Exit





## EBEWE Audits & Retro-Commissioning Compliance Instructions



### Submit Declaration of Completion for Water

10. A new window will appear to upload the signed declaration. Click **SELECT FILES**

Once the correct file is selected, click **UPLOAD (1)**. Uploaded files must be in PDF format in order to be accepted by the A/RCx system. Once the file is uploaded, click **SUBMIT (2)**:

11. The Declaration page will reappear with the following warning message. Close the warning message and proceed to step 12.



# EBEWE Audits & Retro-Commissioning Compliance Instructions



## Submit Declaration of Completion for Water

12. Make sure the document that was uploaded is the correct document. If it is not, proceed to step 12a. **The declaration is not considered “submitted” until you click SUBMIT again.**

Review the following Declaration of Completion of the Water Audits and Retro-Commissioning to ensure it is accurate.

Once you have verified that the information is accurate, click on Print Declaration. A PDF of the Declaration will be generated which you must save, print, sign, date, scan and upload the scanned copy to this website. Changes can only be made before the final Submit button is clicked — the final Submit appears after the Declaration has been uploaded. Once the final Submit button has been clicked the uploaded portion (Energy or Water) of the record will be locked. To unlock the record for changes, refer to Steps 2 through 4 of the “ARCx Correct or Change a Request” instructions. These instructions are available from the [ARCx Home Page](#) after clicking the second tile, titled “ARCx User Instruction Guides”.

**Declaration of Completion of the Water Audits and Retro-Commissioning for**  
**LADBS Building ID 123456789453 located at 1234 SOMEWHERE ST Zip code 12345 for report yearXXXX.**

1	I attest that, as set forth in Division 97, Article 1, Chapter IX of Los Angeles Municipal Code (LAMC), the Water audit and retro-commissioning were performed in accordance with industry standard practices, including ASHRAE Guideline 0.2 Commissioning Process for Existing Systems and Assemblies, and under my direct supervision as a California licensed engineer or architect.	Yes
2	I attest that the Water audit and retro-commissioning of the base building systems included, at minimum, the following:	
	(a) Potable water distribution systems.	Yes
	(b) Landscape irrigation systems.	Yes
	(c) Water reuse systems.	Yes
	(d) Water features.	Yes
3	I attest that I provided the following information, at minimum, on the Water Audit and Retro-Commissioning Report:	
	(a) The date(s) that the audit and retro-commissioning were performed.	From Date: 04/01/2021 To Date: 04/06/2021
	(b) The following identifying information on the Water auditor and retro-commissioning provider:	
	1 Name (Last, First)	DOE, JOHN
	2 License Type	C
	3 License Number	12345
	4 License Expiration Date	09/30/2022
	(c) Information on the base building systems and equipment.	Yes
	(d) A list of all retrofit measures that can reduce water use, and/or cost of operating the building; costs of each measure; and an estimate of the water savings associated with each measure.	Yes
	(e) All the retro-commissioning process activities undertaken and retro-commissioning measures completed.	Yes
	(f) Functional performance testing reports.	Yes
	(g) Operational training conducted.	Yes
4	<b>RECORD MAINTENANCE</b> -- I attest that I provided the Water Audit and Retro-Commissioning Report to the building owner(s) and made them aware that they must maintain it and related records according to LAMC Division 97 which requires the building owner shall maintain records related to benchmarking, audit and retro-commissioning, including, but not limited to, the energy and water bills and reports or forms received from tenants and/or utilities. Such records shall be preserved for a period of five years. When the building is sold, the records shall be given to the new building owner.	Yes
	ARCx Rept Given to Owner:	05/07/2021

Decl. of Comp. Water-BID123456789453\_XXXX.pdf Trash

Back Submit

MAKE SURE YOUR FILE IS DISPLAYED HERE

a. Please be advised: If, for whatever reason, the document uploaded needs to be deleted, click and hold the document and drag it to the trash icon. An example of this is shown below. If the Declaration is deleted, steps 5 through 11 will need to be repeated.

RECORD MAINTENANCE -- I attest that the Water Audit and Retro-Commissioning Report to the building owner(s) and made ware that they must maintain it and related records according to LAMC Division 97 which is as follows: "The building owner shall intain records related to benchmarking, audit and retro-commissioning, including, but not limited to, the energy and water bills and reports or forms received from tenants and/or utilities. Such records shall be preserved for a period of five years. When the building is sold, the records shall be given to the new building owner."

ARCx Rept Given to Owner: 04/22/2021

PrintDeclaration1.pdf Trash

Back Submit

**Note:** Submission of a Declaration of Completion does not guarantee compliance. Please wait to hear back from the EBEWE Team regarding the status of the submitted Declaration or track the status by signing onto the EBEWE A/RCx account and using the Customer Status Screen (see Page 2 for an image of the Customer Status Screen).