



EBEWE Audits & Retro-Commissioning Compliance Instructions



Correct or Change a Request

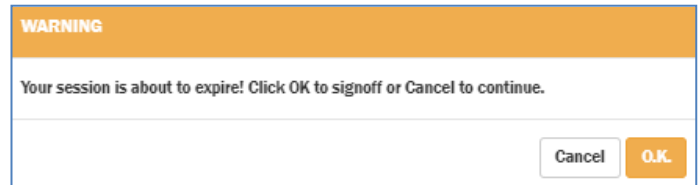
Created 6/9/2021

Last Updated 10/04/2022

INTRODUCTION

Submitted Declarations of Completion or Exemption are reviewed by LADBS staff and supervisors and are not always approved. If the submission is denied, that portion of the compliance process is considered incomplete and must either be (1) corrected and resubmitted or (2) the type of request must be changed.

USER NOTE: For security purposes, idle sessions on this site will timeout after 30 minutes of inactivity and the message to the right will appear. 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.



INSTRUCTIONS

In addition to these detailed instructions, a process flow diagram has been provided at the end of this document.

1. Once the request has been denied by a supervisor, the designated email account* will receive an email notifying them of the denial along with the reason(s) the request was denied as in the following sample email:

Compliance Year: xxxx
LADBS Building ID: 123456789453
Building Address: 1234 SOMEWHERE ST
LADBS Response Date: 01/28/2022

Dear Building Owner/Owner Representative,

The Department of Building and Safety (LADBS) has completed its review of your request for an exemption for performing a Water Audit and Retro-Commissioning. Based on our review of the following information you provided, the Declaration of Completion was denied:

Item	Exemption selected from Section 91.9706.2.3 of the LAMC:	Qualifying Proof	Proof Accepted or Denied
4	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.	CofO or TCO #: 12345-678 Date: 2020-10-08	Accepted
*	Licensed Engineer/Architect Credentials	Licensed Engineer/Architect Credentials	Denied

Additional Comments: Licensed professional must renew license prior to requesting record to be unlocked.

To make corrections or change the type of request (e.g., change from an exemption request to a declaration of completion for an A/RCx), please refer to the "ARCx Correct or Change a Request" instructions. These instructions are accessible from the [A/RCx Home Page](#) after clicking the second tile, titled "A/RCx User Instruction Guides". For other questions regarding this notification, please reply directly to this email and we will respond as soon as possible.

If you would like to know more about the EBEWE Program, visit www.ladbs.org/ebewe.

Sincerely
EBEWE team

**The designated email account refers to the email account used to register the building. This will be the main point of contact for all matters regarding A/RCx.*



Correct or Change a Request

2. Determine what needs to be done to the original request:

A. Correct and Resubmit

The initial request can be corrected if minor edits are needed to resolve the reason(s) it was denied. For example, the signature on the Declaration didn't match the name provided on the Licensed Professional screen.

B. Change Request Type

The Request Type must be changed if the initial request was denied and the reason(s) for denial cannot be resolved. For example, a Request for Exemption from doing an Energy A/RCx was denied because the two years that the building was Energy Star Certified occurred outside of the allowable time period (i.e., must have been certified 2 of the 3 years preceding the Compliance Year) and no other exemption applied.

Valid Change Request Types:

Initial Request	Must be Changed to	Advisory Notes
Exemption - Energy	Declaration of Completion - Energy	An Energy A/RCx must be completed before proceeding to the next step.
Exemption - Water	Declaration of Completion - Water	A Water A/RCx must be completed before proceeding to the next step.
Declaration of Completion - Energy	Exemption - Energy	Verify with a Licensed Professional that the exemption condition and submitted proof are valid before proceeding to the next step.
Declaration of Completion - Water	Exemption - Water	

3. Email a request to unlock the portion of the A/RCx building record that was denied (Energy or Water) to the EBEWE A/RCx Team at ladbs.arcx@lacity.org. See Table below and Sample Email A and B on the next page.

Provide the information from the table below in the email. "A" and "B" correspond to Step 2 above; "BID" refers to the LADBS Building ID (replace #s with the actual ID); CY refers to the Compliance Year (i.e., CY 2021) for which you are processing the request (sample emails follow the table below):

Subject Line (select one):	A	A/RCx Correct Energy Water Reqst for BID #####, CY####
	B	A/RCx Change Energy Water Reqst Type for BID #####, CY####
Building Address	A and B	Address of the A/RCx building
Name and Phone Number	A and B	For the registered contact
Request Details and Affirmation Statement (select one):	A	<ul style="list-style-type: none"> Briefly describe what needs to be corrected and why the corrections are needed. Include the following statement on a separate line in your email: I affirm that no other information needs to be corrected.
	B	<ul style="list-style-type: none"> Specify what the request needs to be changed <u>from</u> and <u>to</u> and briefly explain why it needs to be changed. Include the following statement on a separate line in your email: I affirm that I am aware that changing the Request Type means that the request must be completely resubmitted. This includes completing each screen (except registration), printing, signing, and uploading a new Declaration and paying any fees owed.



Correct or Change a Request

SAMPLE EMAIL A – Correct and Resubmit

Subject: A/RCx Correct Water Reqst for BID 123456789101, CY2021

Building Address: 1234 SOMEWHERE ST

Contact: John Doe, (213) 456-8910

Details: Need to change only the signature on the Declaration as it was signed by the incorrect licensed professional.

I affirm that no other information needs to be corrected.

SAMPLE EMAIL B – Change Request Type

Subject: A/RCx Change Water Reqst Type for BID 123456789101, CY2021

Building Address: 1234 SOMEWHERE ST

Contact: John Doe, (213) 456-8910

Details: Need to change the Request Type from a Request for Exemption from a Water A/RCx to a Declaration of Water A/RCx because my building doesn't qualify for the exemption initially submitted.

I affirm that I am aware that changing the Request Type means that the request must be completely resubmitted. This includes completing each screen, printing, signing, and uploading a new Declaration and paying any fees that are owed.

*Note: After you submit your request, EBEWE Staff will email you to confirm your 5-Business-Day Unlock Period. **Reply to this email to confirm the Unlock Period.***

4. After receiving your confirmation, EBEWE Staff will send another email to confirm that your Record has been unlocked.

Note: If a new Declaration is not submitted within those 5 Business Days, the record will relock and the original status will be reinstated. Further changes will require another request to unlock the record.

5. Once EBEWE Staff has unlocked your record, locate the original request that needs to be corrected or that needs to have the request type changed and then proceed with the following instructions.

Note: These instructions will only work after the record has been unlocked (see Step 4 above). If the record has not been unlocked (i.e. the PENDING button does not appear for the building ID), please notify the EBEWE Team at ladbs.arcx@lacity.org.



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Correct or Change a Request

- a. Retrieve the building record through the Customer Status Screen (www.ladbs.org/ebeweregistration) by clicking the **PENDING** button.

LADBS Building ID Building Zip Code Year **Submit**

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: **reset**

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	2021	1234567890	06/09/2022		06/09/2022	Exemption Submitted	Pending		Pending	Not Complied

- b. The Licensed Professional screen will appear. Make changes to this screen if the reason for your request was to correct the Licensed Professional Information or if a different Licensed Professional will be attesting on the new Declaration. After the changes have been made or if no changes are needed, click **NEXT**.

Licensed Professional's Contact Information and Credentials for Energy 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:

2. Phone Number:

3. Engineer or Architect:

4. License Number: Click Q to get License Holder, Type, Expiration Date

5. License Holder:

6. Professional License Type:

7. License Expiration Date:

8. Copy license information to Water?

Building Information

9. Building ID:

10. Audit/Retro Commissioning Year:

11. Address:

12. Assessor Identification Number(AIN):

13. Primary Use:

Exit **Reset** **Save** **Next**



EBEWE Audits & Retro-Commissioning Compliance Instructions



Correct or Change a Request

- c. The Declaration Screen (for Energy or Water) will appear, make any needed changes and then click **NEXT**.
Note: For Declaration of Exemption where there is no NEXT button available, proceed to the next step.

Declaration of Completion of the Energy Audits & Retro-Commissioning
By completing the information below, you are attesting that under penalty of perjury that, as set forth in Division 97, Article 1, Chapter IX of Los Angeles Municipal Code (LAMC), all of the following were done for LADBS Building ID 12345678910 located at 1234 SOMWHERE ST Zip code 12345 for Compliance Year 2022.

I attest that, as set forth in Division 97, Article 1, Chapter IX of Los Angeles Municipal Code (LAMC), the Energy audit meets or exceeds Level II audit standards in conformance with the American Society of Heating Refrigerating and Air-Conditioning Engineers (ASHRAE) Standards for Commercial Building Energy Audits (latest edition at the time the audit was initiated) and was performed under my direct supervision as a California licensed engineer or architect.

I attest that the Energy retro-commissioning was 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.

I attest that the Energy audit and retro-commissioning of the base building systems included, at minimum, the following:

(a) Heating, ventilation, air conditioning (HVAC) systems and controls;
(b) Indoor lighting systems and controls;
(c) Water heating systems; and
(d) Renewable energy systems.

I attest that I provided the following information, at minimum, on the Energy Audit and Retro-Commissioning Report:

(a) The date(s) that the audit and retro-commissioning were performed.
(b) The following identifying information on the Energy auditor and retro-commissioning provider:
1 Name (Last, First)
2 License Type
3 License Number
4 License Expiration Date
(c) Information on the base building systems and equipment.
(d) A list of all retrofit measures that can reduce energy use, and/or cost of operating the building, costs of each measure, and an estimate of the energy savings associated with each measure.
(e) All the retro-commissioning process activities undertaken and retro commissioning measures completed.
(f) Functional performance testing reports.
(g) Operational training conducted.
(h) Acknowledgment that an ASHRAE level II audit was conducted.

RECORD MAINTENANCE – I attest that I provided the Energy 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 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."

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

- d. If there are any previously submitted Declaration, **CLICK AND DRAG** the file (#1) to the **TRASH** (#2) before proceeding.

Declaration of Completion of the Energy Audits & Retro-Commissioning
By completing the information below, you are attesting that under penalty of perjury that, as set forth in Division 97, Article 1, Chapter IX of Los Angeles Municipal Code (LAMC), all of the following were done for LADBS Building ID 12345678910 located at 1234 SOMWHERE ST Zip code 12345 for Compliance Year 2022.

I attest that, as set forth in Division 97, Article 1, Chapter IX of Los Angeles Municipal Code (LAMC), the Energy audit meets or exceeds Level II audit standards in conformance with the American Society of Heating Refrigerating and Air-Conditioning Engineers (ASHRAE) Standards for Commercial Building Energy Audits (latest edition at the time the audit was initiated) and was performed under my direct supervision as a California licensed engineer or architect.

I attest that the Energy retro-commissioning was 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.

I attest that the Energy audit and retro-commissioning of the base building systems included, at minimum, the following:

(a) Heating, ventilation, air conditioning (HVAC) systems and controls;
(b) Indoor lighting systems and controls;
(c) Water heating systems; and
(d) Renewable energy systems.

I attest that I provided the following information, at minimum, on the Energy Audit and Retro-Commissioning Report:

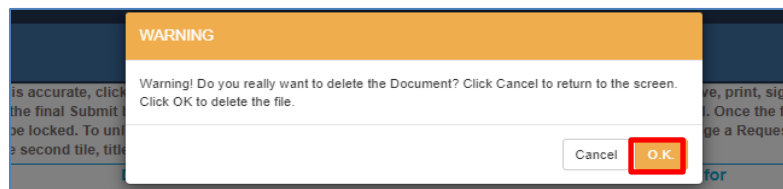
(a) The date(s) that the audit and retro-commissioning were performed.
(b) The following identifying information on the Energy auditor and retro-commissioning provider:
1 Name (Last, First)
2 License Type
3 License Number
4 License Expiration Date
(c) Information on the base building systems and equipment.
(d) A list of all retrofit measures that can reduce energy use, and/or cost of operating the building, costs of each measure, and an estimate of the energy savings associated with each measure.
(e) All the retro-commissioning process activities undertaken and retro commissioning measures completed.
(f) Functional performance testing reports.
(g) Operational training conducted.
(h) Acknowledgment that an ASHRAE level II audit was conducted.

RECORD MAINTENANCE – I attest that I provided the Energy 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 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."

Buttons: View Instructions for Updating Declarations, Print Declaration, Back, Exit

File #1: Decl of Compl Energy-BID12345678910_2022.pdf
File #2: Trash

- e. A warning will pop up, click **OK** to proceed with deleting your previous Declaration file.





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Correct or Change a Request

- f. Click the **PRINT DECLARATION** button. Print, sign and date in **WET INK**, and scan and save the new Declaration as a PDF file.

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."

Yes ▾
A/R/Cx Rept Given to Owner:
08/07/2022

View Instructions for Uploading Declarations **Print Declaration** **Back** **Exit**

- g. Click the **UPLOAD SIGNED & SCANNED DECLARATION** button.

Review the following Declaration of Completion of the Energy 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 Energy Audits and Retro-Commissioning for
LADBS Building ID 123456789453 located at 1234 SOMEWHERE ST Zip code 12345 for report year XXXX

1 I attest that, as set forth in Division 97, Article 1 Chapter IX of Los Angeles Municipal Code (LAMC), the Energy audit meets or exceeds Level II audit standards in conformance with the American Society of Heating Refrigerating and Air-Conditioning Engineers (ASHRAE) Standards for Commercial Building Energy Audits (latest edition at the time the audit was initiated) and was performed under my direct supervision as a California licensed engineer or architect. Yes ▾

2 I attest that the Energy retro-commissioning was 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 ▾

3 I attest that the Energy audit and retro-commissioning of the base building systems included, at minimum, the following:

(a) Heating, ventilation, air conditioning (HVAC) systems and controls. Yes ▾

(b) Indoor lighting systems and controls. Yes ▾

(c) Water heating systems, and. Yes ▾

(d) Renewable energy systems. Yes ▾

4 I attest that I provided the following information, at minimum, on the Energy Audit and Retro-Commissioning Report:

(a) The date(s) that the audit and retro-commissioning were performed. From Date: 09/01/2021 To Date: 09/20/2021

(b) The following identifying information on the Energy auditor and retro-commissioning provider:

1 Name (Last, First) DOE, JOHN

2 License Type C

3 License Number 1234

4 License Expiration Date 12/31/2023

(c) Information on the base building systems and equipment. Yes ▾

(d) A list of all retrofit measures that can reduce energy use, and/or cost of operating the building, costs of each measure, and an estimate of the energy 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 ▾

(h) Acknowledgment that an ASHRAE level II audit was conducted. Yes ▾

RECORD MAINTENANCE -- I attest that I provided the Energy 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."

Yes ▾
A/R/Cx Rept Given to Owner:
09/21/2021

UPLOAD SIGNED & SCANNED DECLARATION **Back** **Exit**

- h. Click **SELECT FILES**, then select the PDF created in step f above.

- i. Click **UPLOAD (#1)**, then click **SUBMIT (#2)**.

EBEWE: Audits & Retro-Commissioning - Google Chrome
Not secure | 10.8.3.55/EBEWEARComm/Home/UploadPdf

Building Number: 123456789453

Year: XXXX

Select files Upload

Drop files here

Submit Cancel

EBEWE: Audits & Retro-Commissioning - Google Chrome
Not secure | 10.8.3.55/EBEWEARComm/Home/UploadPdf

Building Number: 123456789453

Year: XXXX

Select files Upload 1

PrintDeclaration1 (1).pdf 54.8KB

Submit Cancel 2

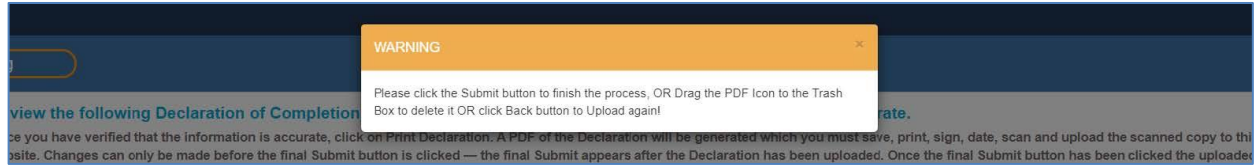


EBEWE Audits & Retro-Commissioning Compliance Instructions



Correct or Change a Request

- j. The Declaration screen will reappear with the following warning message. Close the warning message and proceed to next step.



- k. Make sure the document uploaded (#1) is the correct file, then click **SUBMIT** (#2)

Declaration of Completion of the Energy Audits and Retro-Commissioning for LADBS Building ID 12345678910 located at 1234 SOMEWHERE ST, Zip code 12345 for report year 2021	
1 I attest that, as set forth in Division 97, Article 1, Chapter IX of Los Angeles Municipal Code (LAMC), the Energy audit meets or exceeds Level II audit standards in conformance with the American Society of Heating Refrigerating and Air-Conditioning Engineers (ASHRAE) Standards for Commercial Building Energy Audits (latest edition at the time the audit was initiated) and was performed under my direct supervision as a California licensed engineer or architect.	Yes
2 I attest that the Energy retro-commissioning was 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
3 I attest that the Energy audit and retro-commissioning of the base building systems included, at minimum, the following:	
(a) Heating, ventilation, air conditioning (HVAC) systems and controls.	Yes
(b) Indoor lighting systems and controls.	Yes
(c) Water heating systems; and	Yes
(d) Renewable energy systems.	Yes
4 I attest that I provided the following information, at minimum, on the Energy Audit and Retro-Commissioning Report:	
(a) The date(s) that the audit and retro-commissioning were performed.	From Date: 06/01/2022 To Date: 06/07/2022
(b) The following identifying information on the Energy auditor and retro-commissioning provider:	
1 Name (Last, First)	DOE, JOHN
2 License Type	C
3 License Number	1234
4 License Expiration Date	06/30/2023
(c) Information on the base building systems and equipment.	Yes
(d) A list of all retrofit measures that can reduce energy use, and/or cost of operating the building, costs of each measure, and an estimate of the energy 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
(h) Acknowledgment that an ASHRAE level II audit was conducted.	Yes
RECORD MAINTENANCE – I attest that I provided the Energy 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 utility providers 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
	A/R/Cx: Resp Given to Owner: 06/08/2022
Decl of Compl Energy-8f012345678910_2021-UL.pdf	

- l. The Customer Status screen will show that your Declaration of Completion/Exemption for Energy/Water has been SUBMITTED.
- m. When the Declaration has been uploaded, reply to the unlock confirmation email we previously sent you to let us know that the record is ready for us to review.
- n. You will receive an automated reply with the compliance status as soon as the EBEWE Team has finished reviewing the updated (corrected or request type was changed) version of the Declaration(s).
- o. Pay fees if they are due. The only time fees are due at this point are:
- 1) They were not paid initially for reasons other than what is listed in “2” below.
 - 2) A request for exemption was submitted for both Energy and Water and no fees were paid. Fees are not due if LADBS approves requests for both Energy and Water for the building for the same Compliance Year. However, if at least one of the requests for exemption is denied and the reason(s) cannot be resolved, the owner must resubmit the unresolved denied request(s) as a Declaration of Completion and pay the required fees.

Note: Declarations of Completion require that an A/RCx be performed prior to submitting them.



Correct or Change a Request

CORRECT AND RESUBMIT OR CHANGE REQUEST TYPE PROCESS FLOW DIAGRAM

- Blue/Green boxes – Actions Initiated by the Customer
- Orange boxes – Actions Initiated by the EBEWE Team

