



Submit Declaration of Exemption for Water

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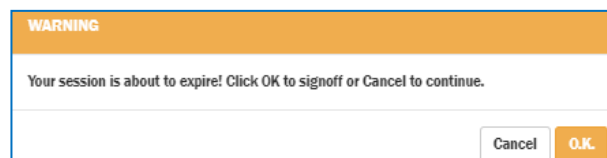
WATER DECLARATION OF EXEMPTION

INTRODUCTION

The following instructions will guide you through the process of requesting an exemption and generating a Declaration of Exemption for the Water portion of the A/RCx requirements. LADBS will approve or deny the request for exemption from performing a Water Audit and Retro-Commissioning if the reason and proof submitted for the exemption meet the exemption requirements specified in Division 97 of the Los Angeles Municipal Code (LAMC).

BEFORE YOU BEGIN NOTES

- ✓ **This process requires a printer/scanner.** Users will need to print the Declaration of Exemption, 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. *However, fees will not be due if you are also submitting a Declaration of Exemption for Energy and both requests for Exemptions are approved by LADBS. If one or both of the requests for exemption are denied by LADBS, fees must be paid.*
- ✓ The California licensed¹ engineer or architect that is attesting to the request for exemption is not required to personally complete the Exemption screens, but they are required to attest to the validity of the information provided by signing way of signing in wet ink the Declaration of Exemption generated in Step 6.
- ✓ 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.



¹The 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 Exemption for Water

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

EBEWE: Audits & Retro-Commissioning

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 SOME ST	2021	123456789453	06/17/2021	Submit	Submit	Pending	Submit	Submit	Pending	Not Complied

- The Licensed Professional’s Contact Information and Credentials for Water Audit & Retro-Commissioning screen appears. Select one from the two options 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

- Option A** – select this option to submit a request for Water A/RCx exemption based on section **91.9706.2.3.4** (excerpted below).

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.

Note: A License Professional is not required to submit for the above exemption condition. Clicking **OK** in the image below will (1) delete any Licensed Professional information previously entered for Water and (2) skip the Water Licensed Professional Screen.

A warning message will appear, click **OK** to proceed to **Step 4.a**.

WARNING

Any Licensed information previously entered will be deleted if you select Option A. Do you want to proceed?



Submit Declaration of Exemption for Water

- b. **Option B** – select this option to submit a request for Water A/RCx exemption based on the other conditions described in sections **91.9706.2.3.1 through 91.9706.2.3.3**.
- Enter the licensee information for the licensed architect or engineer that was responsible for providing the reason for requesting an exemption, supporting proof, and will sign the Declaration of Exemption attesting, under penalty of perjury, that the information provided is factual. This includes the licensee’s **Email Address** and **Phone Number**, **Professional Type** (select Architect or Engineer) and **License Number**.
 - Click the **Magnifying Glass** to look up the rest of the licensee’s information
 - Once you confirm that the information is correct, click **NEXT**. Go to **Step 4.b**.

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.

Licensee’s Information (All fields are required)

1. Email:	email@domain.com
2. Phone Number:	213-555-5555
3. Engineer or Architect:	Engineer
4. License Number:	12345
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

Building Information

9. Building ID:	123456789010
10. Audit/Retro Commissioning Year:	2021
11. Address:	

**CLICK TO EXIT
THE PAGE
WITHOUT SAVING**

Exit

**CLICK TO CLEAR
ITEMS 3-7**

Reset

**CLICK TO SAVE
AND EXIT THE
PAGE**

Save

**CLICK TO
CONTINUE TO
THE NEXT STEP**

Next

Notes:



EBEWE Audits & Retro-Commissioning Compliance Instructions



Submit Declaration of Exemption for Water

- 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 before submitting the Declaration of Exemption.
 - 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.
4. The Request Exemption from the Water Audit & Retro-Commissioning screen will appear.
- a. **Option A** – Only exemption condition 4 is available for editing. Complete the required fields and click **SUBMIT** to complete the submission process.

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.

1	I, a California licensed engineer or architect certify that the building has reduced its water use intensity by at least 20% when compared to the five years preceding the building's due date for compliance.	<input type="checkbox"/> Yes
2	A building with a cooling system which does not operate by the consumption of water as part of the cooling process and where two of the three following measures were installed within five years of the due date in Section 91.9708 of the LAMC. I, a California licensed engineer or architect certify that the measures were done as indicated below and a report was provided to the owner detailing the measures performed: (a) Low flow faucets and shower heads. All faucets and showerheads within the building have been replaced and meet the Los Angeles Municipal Code and the California Building Standards Code (California Code of Regulations, Title 24) in effect at any time during the five-year compliance cycle being reported. (b) Washing machines. Front loading clothes washing machines have been installed in all common laundry facilities.	<input type="checkbox"/> Yes
	(c) Water closets and urinals. All water closets and urinals within the building have been replaced and meet the Los Angeles Municipal Code and the California Building Standards Code (California Code of Regulations, Title 24) in effect at any time during the five-year compliance cycle being reported.	Plumbing Permit # <input type="text"/> Finaled Date: <input type="text"/> mm/dd/yyyy
3	I, a California licensed engineer or architect, certify that the building's water use conforms to the requirements of the Los Angeles Municipal Code and the California Building Standards Code (California Code of Regulations, Title 24) in effect at any time during the five-year compliance cycle being reported.	<input type="text"/> <input type="text"/> <input type="text"/>
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.	<input type="text"/> <input type="text"/> <input type="text"/>

Back

CLICK TO RETURN TO THE ENERGY LICENSED PROFESSIONAL'S CONTACT INFORMATION AND CREDENTIALS SCREEN

Save

CLICK TO SAVE AND EXIT

Reset

CLICK TO RESET THE SCREEN AND RE-ENTER ALL INFORMATION

Submit

CLICK TO COMPLETE THE SUBMISSION PROCESS

Search Records

CLICK TO SEARCH LADBS RECORDS

Exit

CLICK TO EXIT WITHOUT SAVING



EBEWE Audits & Retro-Commissioning Compliance Instructions



Submit Declaration of Exemption for Water

- b. **Option B** – Only exemption conditions 1 through 3 are available for editing. Only select the **one exemption that best describes** the building’s reason for qualifying for an exemption and complete the required fields. Go to Step 5.

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.

1 I, a California licensed engineer or architect certify that the building has reduced its water use intensity by at least 20% when compared to the five years preceding the building's due date for compliance.	<input type="checkbox"/> Yes
2 A building with a cooling system which does not operate by the consumption of water as part of the cooling process and where two of the three following measures were installed within five years of the due date in Section 91.9708 of the LAMC. I, a California licensed engineer or architect certify that the measures were done as indicated below and a report was provided to the owner detailing the measures performed:	<input checked="" type="checkbox"/> Yes
(a) Low flow faucets and shower heads. All faucets and showerheads within the building have been replaced and meet the Los Angeles Municipal Code and the California Building Standards Code (California Code of Regulations, Title 24) in effect at any time during the five-year compliance cycle being reported.	Yes <input type="text" value="v"/>
(b) Washing machines. Front loading clothes washing machines have been installed in all common laundry facilities.	<input type="text" value="v"/>
(c) Water closets and urinals. All water closets and urinals within the building have been replaced and meet the Los Angeles Municipal Code and the California Building Standards Code (California Code of Regulations, Title 24) in effect at any time during the five-year compliance cycle being reported.	Plumbing Permit # <input type="text" value="12345-67890-12345"/> Filed Date: <input type="text" value="02/14/2022"/>
3 I, a California licensed engineer or architect, certify that the building's water use conforms to the requirements of the Los Angeles Municipal Code and the California Building Standards Code (California Code of Regulations, Title 24) in effect at any time during the five-year compliance cycle being reported.	<input type="text" value="v"/>
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.	Co/O or TCO # <input type="text" value="v"/> Date: <input type="text" value="mm/dd/yyyy"/>

View Instructions for Uploading Declarations

Print Declaration

Back

Reset

Save

Search Records

Exit

CLICK TO VIEW INSTRUCTIONS ON HOW TO UPLOAD THE DECLARATION AND HOW TO RESET YOUR SCREENS

CLICK TO GENERATE THE DECLARATION

CLICK TO RETURN TO THE WATER LICENSED PROFESSIONAL'S CONTACT INFORMATION AND CREDENTIALS SCREEN

CLICK TO RESET THE SCREEN

CLICK TO SAVE AND EXIT

CLICK TO SEARCH LADBS RECORDS

CLICK TO EXIT WITHOUT SAVING

Notes:

- Make sure to answer all questions related to selected exemption. **Fields requiring a date response cannot contain future dates and dates that are older than 5 years from the Compliance Due Date.** For Water Exemptions this includes Items 2(c) and 4. For example, if the Compliance Due Date is 12/1/2021, these dates cannot be prior to 12/1/2016.
- To search for a permit or Certificate or Occupancy, click the green SEARCH RECORDS button at the bottom. LADBS’ Internet Document Imaging System (IDIS) will open in a separate window. That window allows you to search for permits and Certificates of Occupancy (or Temporary Certificates of Occupancy) via address, legal description, assessor number, or document number.

5. Click **PRINT DECLARATION**. Ensure that the information on the declaration is accurate. If it needs to be corrected, please see Step 5.a or 5.b. Otherwise, proceed to Step 6.
- To correct or select a different Exemption Condition (1-3), click the **BACK** button until you see a **RESET** button. Correct the specific Exemption Condition or use the **RESET** button to clear all the Responses.
 - To select Exemption Condition 4 or change the Licensed Professional, click the **BACK** button until you get to the Licensed Professional’s Contact Information and Credentials for Water Audit & Retro-Commissioning screen.



**EBEWE Audits & Retro-Commissioning
Compliance Instructions**



Submit Declaration of Exemption for Water

6. **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 Exempt Water-BID12345678910_YEAR. For example, the document below would be saved as follows: Decl of Exempt Water-BID123456789453_2021, if they were complying in 2021.

EXISTING BUILDINGS ENERGY & WATER EFFICIENCY PROGRAM			
DECLARATION OF EXEMPTION FOR A WATER AUDIT & RETRO-COMMISSIONING			
This Declaration of Exemption of an Water Audit and Retro-Commissioning is for the following building and Compliance Year:			
LADBS Building ID 123456789453	Building Address 1234 SOME ST	Zip Code 12345	Compliance Year XXXX
Proof of Exemption Submitted:			
Exemption selected from LAMC Section 91.9706.2.3.			Qualifying Proof
2. A building with a cooling system which does not operate by the consumption of water as part of the cooling process and where two of the three following measures were installed within five years of the due date in Section 91.9708 of the LAMC. I, a California licensed engineer or architect certify that the measures were done as indicated below and a report was provided to the owner detailing the measures performed:			See below:
(a) Low flow faucets and shower heads. All faucets and showerheads within the building have been replaced and meet the Los Angeles Municipal Code and the California Building Standards Code (California Code of Regulations, Title 24) in effect at any time during the five-year compliance cycle being reported.			Certified by Licensed Professional
(c) Water closets and urinals. All water closets and urinals within the building have been replaced and meet the Los Angeles Municipal Code and the California Building Standards Code (California Code of Regulations, Title 24) in effect at any time during the five-year compliance cycle being reported.			Plumbing Permit #: 12345-67890-12345 Finaled Date: 2/14/2022
Licensed Professional that Validated the Proof of Exemption:			
Name (Last, First):	License Number:	License Type:	Expiration Date:
DOE, JOHN	1234	M	03/31/2023
Signature Statement:			
I, DOE, JOHN , attest under penalty of perjury, that all of the information submitted, including my professional credentials and reason(s) for exemption, for which I am signing are factual.			
Signature SIGN HERE		Date Signed DATE HERE	



EBEWE Audits & Retro-Commissioning Compliance Instructions



Submit Declaration of Exemption for Water

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

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 123456789453 located at 1234 SOME ST, Zip code 12345 for Compliance Year XXXX

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.

1	I, a California licensed engineer or architect certify that the building has reduced its water use intensity by at least 20% when compared to the five years preceding the building's due date for compliance.	<input type="checkbox"/> Yes
2	A building with a cooling system which does not operate by the consumption of water as part of the cooling process and where two of the three following measures were installed within five years of the due date in Section 91.9708 of the LAMC. I, a California licensed engineer or architect certify that the measures were done as indicated below and a report was provided to the owner detailing the measures performed: (a) Low flow faucets and shower heads. All faucets and showerheads within the building have been replaced and meet the Los Angeles Municipal Code and the California Building Standards Code (California Code of Regulations, Title 24) in effect at any time during the five-year compliance cycle being reported. (b) Washing machines. Front loading clothes washing machines have been installed in all common laundry facilities. (c) Water closets and urinals. All water closets and urinals within the building have been replaced and meet the Los Angeles Municipal Code and the California Building Standards Code (California Code of Regulations, Title 24) in effect at any time during the five-year compliance cycle being reported.	<input checked="" type="checkbox"/> Yes
3	I, a California licensed engineer or architect, certify that the building's water use conforms to the requirements of the Los Angeles Municipal Code and the California Building Standards Code (California Code of Regulations, Title 24) in effect at any time during the five-year compliance cycle being reported.	<input type="checkbox"/> Yes
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.	<input type="checkbox"/> Yes

Plumbing Permit # : 12345-67890-12345
 Finaled Date: 02/14/2022
 CoFO or TCO # :
 Date: mm/dd/yyyy

UPLOAD SIGNED & SCANNED DECLARATION
Back
Exit

- 8. A new window will appear to upload the signed declaration. Click **SELECT FILES**. Once the correct file is selected, click **UPLOAD**. Uploaded files must be in PDF format in order to be accepted by the A/RCx system. Once the file is uploaded, click **SUBMIT**:

Building Number: 123456789453

Year: XXXX

Select files Upload

Drop files here

Submit Cancel

Building Number: 123456789453

Year: XXXX

Select files Upload

Decl of Exempt Water-BID12345678945... 35.0KB

Submit Cancel

- 9. The page will be redirected back to the Declaration page with a warning message. Close the warning and proceed to step 10.

WARNING

Please click the Submit button to finish the process, OR Drag the PDF Icon to the Trash Box to delete it OR click Back button to Upload again!



EBEWE Audits & Retro-Commissioning Compliance Instructions



Submit Declaration of Exemption for Water

10. Make sure the document that was uploaded is the correct document. If it is not correct, proceed to step 10.a. **The declaration is not considered “submitted” until you click SUBMIT again.**

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 1, 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 123456789453 located at 1234 SOME ST Zip code 12345 for Compliance Year XXXX

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.

1	I, a California licensed engineer or architect certify that the building has reduced its water use intensity by at least 20% when compared to the five years preceding the building's due date for compliance.	<input type="checkbox"/> Yes
2	A building with a cooling system which does not operate by the consumption of water as part of the cooling process and where two of the three following measures were installed within five years of the due date in Section 91.9708 of the LAMC. I, a California licensed engineer or architect certify that the measures were done as indicated below and a report was provided to the owner detailing the measures performed.	<input checked="" type="checkbox"/> Yes
	(a) Low flow faucets and shower heads. All faucets and showerheads within the building have been replaced and meet the Los Angeles Municipal Code and the California Building Standards Code (California Code of Regulations, Title 24) in effect at any time during the five-year compliance cycle being reported.	Yes
	(b) Washing machines. Front loading clothes washing machines have been installed in all common laundry facilities.	
	(c) Water closets and urinals. All water closets and urinals within the building have been replaced and meet the Los Angeles Municipal Code and the California Building Standards Code (California Code of Regulations, Title 24) in effect at any time during the five-year compliance cycle being reported.	Plumbing Permit #: 12345-67890-12345 Finaled Date: 02/14/2022
3	I, a California licensed engineer or architect, certify that the building's water use conforms to the requirements of the Los Angeles Municipal Code and the California Building Standards Code (California Code of Regulations, Title 24) in effect at any time during the five-year compliance cycle being reported.	

MAKE SURE YOUR FILE IS DISPLAYED HERE

DRAG FILE HERE TO DELETE IT

CLICK TO FINALIZE SUBMISSION PROCESS

Decl of Exempt Water-BID123456789453_2021.pdf

Trash

Back

Submit

- 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 4.b through 9 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 4 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."

PrintDeclaration1.pdf

Trash

Back

Submit

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

NOTE REGARDING DECISIONS

Decisions of approval and denial are subject to change if they were made in error either on the part of the building owner/agent or City staff; or are no longer permissible based on changes made to the Los Angeles Municipal Code (LAMC) or changes to policies or processes mandated by the Federal, State, or Local government.