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DEPARTMENT OF  
**BUILDING AND SAFETY**  
201 NORTH FIGUEROA STREET  
LOS ANGELES, CA 90012

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## **EXAMINATION INFORMATION ELECTRICAL MAINTENANCE SUPERVISOR**

Section 93.0503 of the Electrical Code states in effect that a Certificate of Registration may be issued to an occupant or owner of an existing building for the purpose of repair, addition or alteration of existing installations. The owner or occupant is required to register a Maintenance Supervisor who is the holder of a valid Certificate of Qualification.

### **REQUIREMENTS**

No specific amount of experience is specified by Ordinance, however every applicant will pay a fee to take an examination. A 70% score is the minimum passing requirement for the examination. A Certificate of Qualification will be issued upon successfully passing the examination.

**FILING FEE: \$54.00**

**ANNUAL RENEWAL FEE: \$27.50**

### **EXAMINATION**

**SCHEDULED:** Monday - Friday (excluding legal holidays)

**TIME:** Examination is only given between 9:00A.M. - 11:00A.M.

**LOCATION:** 201 N. Figueroa St. L.A. 90012 Rm.#110

**SCOPE:** The written examination is an "open book" type consisting of questions on Electrical Code, power, lighting, electrical problems, and voltage drop. It may also include practical and oral examination. The examination time limit is four(4) hours.

**Exception:** The examination may be waived for applicants who hold a valid State of California C-10 license.

### **MATERIALS**

The 2002 City of Los Angeles Electrical Code and any other technical references the applicant furnishes may be used. The applicant is also permitted to use a calculator.

### **RE-EXAMINATION**

Should an applicant fail to pass an examination, an additional fee of \$54.00 is required for a subsequent examination. The minimum waiting period is as follows:

#### **IF YOUR LAST SCORE WAS**

65% - 69%  
55% - 64%  
Less than 55%

#### **WAITING TIME BEFORE NEXT EXAM**

10 days  
30 days  
90 days

## **RESPONSIBILITY OF A ELECTRICAL MAINTENANCE SUPERVISOR**

1. To obtain electrical permits and request inspections for all electrical installations as prescribed in the Electrical code; and
2. To notify the Licensing Section of the Department of Building and Safety by letter when the registered Electrical Maintenance Supervisor ceases to be employed by the Company; and
3. To renew the **Certificate of Qualification** annually (within 30 days after expiration).

**Note:** The Department may revoke or suspend any **Certificate of Qualification** for failure, refusal or neglect of the holder to comply with all rules and regulations.

**A VALID WORK I.D. (WITH PICTURE) OR DRIVERS LICENCE WILL BE REQUIRED WHEN APPLICANTS APPEAR FOR THE EXAMINATION.**

**ABSOLUTELY NO ADMITTANCE TO EXAM WITHOUT AN ELECTRICAL CODE BOOK.**

## **CERTIFICATE OF REGISTRATION**

Registration fee is \$162.00; is issued in the name of the owner or occupant only upon payment of the fee and upon submittal of a letter by the owner or occupant naming the holder of the Certificate of Qualification as an Electrical Maintenance Supervisor to be employed as such by the owner or occupant. The Certificate of Registration will expire one year from the date of issuance, but may be renewed from year to year upon payment of an annual renewal fee in the sum of \$162.00 which must be paid no later that 30 days after such date of expiration.

**NOTE:** It is important that the Licensing Section of the Department of Building and Safety, 201 N. Figueroa St., Room 110, Los Angeles, California 90012, be notified by letter when the registered Electrical Maintenance Supervisor ceases to be employed by the owner or occupant.