

**CITY OF LOS ANGELES  
DEPARTMENT OF BUILDING AND SAFETY  
LICENSE SECTION  
201 N. FIGUEROA ST, Room 110  
3-1-1  
(213) 473-3231  
(866) 4LA-CITY - (866) 452-2489**

---

**EXAMINATION INFORMATION  
COMFORT-HEATING AND COOLING (HVAC)  
OR REFRIGERATION MAINTENANCE SUPERVISOR**

**DUTIES**

**HVAC:** Repair, maintain, alter, service, and repair heating and air conditioning appliances and systems, gas piping, gas control devices, and vents for gas appliances in compliance with this code.

or

**REFRIGERATION:** Repair, maintain, alter, service, and repair refrigeration equipment.

**REQUIREMENTS**

No experience specified by Ordinance. The applicant must present a letter from the firm he represents to the Department which states that he is to be employed as a Maintenance Supervisor.

**FILING FEE: \$54.00**

**RENEWAL FEE: \$27.50**

**EXAMINATION:**

**SCHEDULE:** By appointment only.

**LOCATION:** 221 N. Figueroa St., 4<sup>th</sup> Floor

**SCOPE:** The examination consists of questions, written and/or oral, to determine the applicant's knowledge of the safe installation and operation of heating and air conditioning or refrigeration equipment.

**MINIMUM SCORE:** 70%

**EXCEPTION:** The examination may be waived for applicants who hold a valid contractor's license in the proper classification issued by the State of California and personally performs the work.

**TIME LIMIT**

Failure to appear for the examination within 6 months after filing the application will void the application. Applicants must then file a new application and pay the required filing fee before another examination will be given.

**RE-EXAMINATION**

Applicants who fail to pass their first examination are eligible to take additional examinations at not less than 4-week intervals. Applicants who fail to pass the third examination are required by ordinance to wait 6 months thereafter. Applicants are required to file a new application and pay a filing fee for each examination.

**CERTIFICATE OF QUALIFICATION**

When issued to applicants, a Certificate of Qualification will expire one year from date of issuance, but may be renewed from year to year by the payment of the annual fee within 30 days after the expiration date. This Certificate certifies only, that holder is qualified to act as a HVAC or Refrigeration Maintenance Supervisor.

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

**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 a HVAC or Refrigeration 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 Street, Room 110, Los Angeles, California 90012, be notified by letter when the person licensed to act as a Comfort-Heating and Cooling or Refrigeration Maintenance Supervisor ceases to be employed by the company.

**ABSOLUTELY NO ADMITTANCE TO EXAMINATION  
WITHOUT A CURRENT L.A. MECHANICAL CODE BOOK**

**A VALID WORK I.D. (WITH PICTURE) OR DRIVER'S LICENSE WILL  
BE REQUIRED WHEN APPLICANTS APPEAR FOR THE  
EXAMINATION.**