



EBEWE Audits & Retro-Commissioning System Implementation Update



EXISTING BUILDINGS ENERGY & WATER EFFICIENCY PROGRAM

As of May 27, 2021

Dear Building Owners/Property Managers,

The Department has nearly completed its online Audits & Retro-Commissioning (A/RCx) system for you to register your building, pay fees, submit Energy and Water (done separately) Declarations of Completion and request exemptions, track the status of your requests and receive confirmation from LADBS as to whether or not the requests were approved or denied.

The EBEWE Team has been hard at work testing the system and preparing user guides to assist you in completing the online process. We will update this document with the system “go live” date as soon as it becomes available.

Thank you for your participation in the Audits & Retro-Commissioning program.

Sincerely,
EBEWE Team

A/RCX COMPLIANCE PROCESS — Previously Posted on 4/ 5/2021:

Owners of buildings covered by the A/RCx requirements of LAMC Division 97 will use LADBS’ A/RCx system module, when it becomes available from LADBS’ EBEWE website, to submit verifiable proof of the following for Energy and Water (these are submitted separately):

a. The A/RCx process was completed for Energy and/or Water

The A/RCx process includes preparation of a report that must be given to the owner of the building along with the complete background and details of the A/RCx performed (Energy is done separately from Water). Division 97 provides the details on what must be included in the report and how long the report and related records must be maintained and by whom. **The actual reports (Energy versus Water) are not submitted to LADBS.** The documentation that must be submitted to LADBS are proofs that the reports and other requirements were done in accordance with Division 97. The proofs will be submitted online – see below, A/RCx System Process Overview.

b. The building is eligible for a Code-based exemption from an Energy and/or Water A/RCx

The proof that the building is eligible for an exemption from either Energy or Water must be based on a reason for exemption stated in Division 97 and submitted to LADBS online – see below, A/RCx System Process Overview.

A/RCX SYSTEM PROCESS OVERVIEW

The A/RCx system utilizes navigational screens and electronic forms for the customer to do the following:

- a. Register the building
- b. Pay fees
- c. Provide the credentials of the licensed Engineer or Architect that will...
 - i. Certify that the A/RCx was done per the requirements provided in LAMC Division 97 (separate forms for Energy and Water) **OR**
 - ii. Request an exemption (separate forms for Energy and Water)
 - iii. Attest to the steps they followed while performing the A/RCx (separate forms for Energy and Water) **OR**
 - iv. Submit proof that the building should be exempt (separate forms for Energy and Water)
- d. Generate, sign and upload the Final Declaration forms, one each for Energy and Water.

The system will generate the Final Declaration forms from the data supplied by the filer which then must be printed, signed by the licensed Engineer or Architect responsible for the Energy and Water A/RCx or requests for exemption, and then uploaded to the EBEWE A/RCx system.