

**CITY OF LOS ANGELES
DEPARTMENT OF BUILDING AND SAFETY
LICENSE SECTION
221 N. Figueroa Street, #700, Los Angeles, CA 90012
(213) 482-0099
www.ladbs.org**

**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: \$54.50

ANNUAL RENEWAL FEE: \$27.50

EXAMINATION

SCHEDULE/LOCATION:

Applicant will be notified of appointment date and examination location by mail.

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.

REQUIRED MATERIALS

A valid government-issued photo I.D. with a signature (such as driver's license, military I.D. or passport) will be required when applicants appear for the examination.

You must bring any one of the following code books to use for the examination: **2014 City of Los Angeles Electrical Code, 2013 California Electrical Code or the 2011 National Electrical Code** and any other technical references. Absolutely no admittance to examination without an Electrical Code book.

Use of a calculator is permitted.

RE-EXAMINATION

Applicants who fail to pass an examination must pay an additional fee of \$54.50 for a subsequent examination. The minimum waiting period is as follows:

IF YOUR LAST SCORE WAS

WAITING TIME BEFORE NEXT EXAM

65% - 69%

10 days

55% - 64%

30 days

Less than 55%

90 days

RESPONSIBILITY OF AN 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.

CERTIFICATE OF REGISTRATION

The Certificate of Registration is issued in the name of the owner or occupant only upon payment of the registration 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 may be renewed upon payment of the annual registration fee of \$1630.50. The Certificate of Registration will expire one year from the date of issuance unless sooner revoked or suspended by the Department.

NOTE: LADBS shall be notified in writing when the registered Electrical Maintenance Supervisor ceases to be employed by the owner or occupant.