

**CITY OF LOS ANGELES
DEPARTMENT OF BUILDING AND SAFETY
LICENSE SECTION
201 N. Figueroa Street, Room 110, Los Angeles, CA 90012
3-1-1
(213) 473-3231
(866) 4LA-CITY - (866) 452-2489**

**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

SCHEDULE: Monday - Friday; by appointment only.

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

LOCATION: 221 N. Figueroa St., 4th Floor

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

You may use any one of the following codes: **2008 City of Los Angeles Electrical Code, 2007 California Electrical Code** or **the 2008 National Electrical Code** and any other technical references. Use of a calculator is permitted.

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	WAITING TIME BEFORE NEXT EXAM
65% - 69%	10 days
55% - 64%	30 days
Less than 55%	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.