

**CITY OF LOS ANGELES
DEPARTMENT OF BUILDING AND SAFETY
LICENSE SECTION
221 N. FIGUEROA ST, #700
(213) 482-0099
www.ladbs.org**

**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

The applicant must provide proof of Environmental Protection Agency (EPA) certification under Section 608 and 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: \$54.50

RENEWAL FEE: \$27.50

EXAMINATION:

SCHEDULE/LOCATION:

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

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.

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.

CERTIFICATE OF QUALIFICATION

The 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 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

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 Plumbing 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 \$163.50. 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 HVAC Maintenance Supervisor ceases to be employed by the owner or occupant.