



Department of Planning and Development  
Office of Energy &  
Sustainable Development  
BMC Chapter 19.81  
[www.BerkeleyCA.gov/BESO/](http://www.BerkeleyCA.gov/BESO/)

**DIRECTIONS:** Check the Property Status on BESO Portal ([BESO.force.com](http://BESO.force.com)) before applying to see if your building is already compliant. Any questions, please email [BESO@BerkeleyCA.gov](mailto:BESO@BerkeleyCA.gov)  
Please download and save this form to your computer prior to filling it out. If you fill it out online, content may be lost.

## Application for Compliance with Building Emissions Saving Ordinance (BESO)

**PLEASE SUBMIT ONE APPLICATION PER BUILDING BEFORE LISTING**

### BUILDING INFORMATION (please fill in all fields):

Building Address		Zip	
Any Alternative Addresses (if applicable)		# of Residential Dwelling Units	
Estimated Gross Floor Area (ft <sup>2</sup> )			
Building Type (check one)	<input type="checkbox"/> House (1 to 4 dwelling units)	<input type="checkbox"/> Multifamily (5+ dwelling units)	
	<input type="checkbox"/> Commercial	<input type="checkbox"/> Mixed Use	<input type="checkbox"/> Attached condo

### APPLICANT INFORMATION (All correspondence and documents will be sent to person listed here):

Applicant Type (check one)	<input type="checkbox"/> Owner / Buyer	<input type="checkbox"/> Seller	<input type="checkbox"/> Other (please specify) _____
Applicant Name			
Phone			
Email			

### COMPLIANCE OPTIONS (please select one of four options):

- Submit Energy Assessment** – Hire an assessor appropriate for your building type from the Registered Energy Assessor List ([1-4 Unit Homes](#), [Commercial](#), [Multifamily](#), and [Mixed Use](#)) on the BESO website, and submit BESO application and filing fee to receive BESO **Form A** Compliance Certificate. Building owners must disclose the energy assessment to prospective buyers. Energy improvements are voluntary and encouraged.

**Apply for a Deferral to Buyer (2-Step Process):**

- Request Time of Listing Deferral (Submitted by Seller)** – Request a Deferral to Buyer, transferring the BESO assessment responsibility from the seller to the buyer at time of listing. After submitting the request and \$110 deferral fee you'll receive a BESO Fuel Source Disclosure Packet via email that must be provided to all potential buyers and included on the real estate listing.

Please review the following building systems and appliances and indicate the fuel source.

Heating/Furnace	Natural Gas	Electric	NA	Hot Water Heating	Natural Gas	Electric	NA
Stove	Natural Gas	Electric	NA	Oven	Natural Gas	Electric	NA
Clothes Dryer	Natural Gas	Electric	NA	Fireplace	Natural Gas	Electric	NA

- Obtain Time of Listing Deferral Form C (Submitted by Buyer or Title Company)** – Submit application to receive BESO Deferral **Form C**. (Form C must be included with property transfer documents at close of escrow. This deferral gives buyer 6 months to submit energy assessment or apply for exemption.)

Building Sale Date	
Buyer's Name	
Buyer's Email	

- Apply for New Construction or Extensive Renovation Deferral** (Extensive Renovation must include replacement of all energy-related equipment *and* at least half of the building envelope.) Submit application *and documented evidence* (no filing fee) to receive a BESO Deferral **Form D**.

Provide project completion date (must be within 10 years)	
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- Apply for Exemption (*indicate which exemption below*):**

- High Performance Building** – If your building has a green certification or has enrolled in a verified energy efficiency program (such as BayREN Home+), please submit application *and documented evidence* (no filing fee) to receive BESO Compliance Form A.
- Exempt size thresholds:** 1) Buildings 25,000 ft<sup>2</sup> & over and 2) buildings under 850 ft<sup>2</sup> are exempt from time-of-sale BESO requirements.
- Unit within a larger building** (such as an individually owned attached condo).

**FILING FEES (*choose corresponding to compliance option*):**

For Office Use Only	Submit Energy Assessment – Based on Building Size	Filing Frequency	Filing Fee	Check One
P500	Houses (1-4 dwelling units)	At time-of-listing only	\$79	<input type="checkbox"/>
P540	Small Buildings (850 - 4,999 ft <sup>2</sup> ) (excluding 1-4 unit Houses)	At time-of-listing only	\$79	<input type="checkbox"/>
P530	Medium Buildings (5,000 to 24,999 ft <sup>2</sup> )	At time-of-listing only	\$152	<input type="checkbox"/>
P520	Large Buildings (≥ 25,000 ft <sup>2</sup> )	Every 5 years	\$240	<input type="checkbox"/>
<b>Deferrals &amp; Exemptions</b>				
P510	Time of Listing Deferral to Buyer	At time-of-listing only	\$110	<input type="checkbox"/>
P510/P550	Late Time of Listing Deferral to Buyer	Submitted by Title Companies	\$195	<input type="checkbox"/>
P550	Administrative Late Fee*		\$85	<input type="checkbox"/>
	Exemption, New Construction / Extensive Renovation, Hardship, etc.		No fee	<input type="checkbox"/>

\*An administrative late fee must be included on applications for buildings that have not completed the energy assessment or BESO deferral prior to listing the property for sale.

**APPLICATION SUBMISSION:**

- Mail check, made payable to the **City of Berkeley**, along with application to:

City of Berkeley Planning Dept.  
Office of Energy & Sustainable Development  
Attn: BESO  
1947 Center St, 1<sup>st</sup> Floor  
Berkeley, CA 94704

For additional information, please visit [www.BerkeleyCA.gov/BESO](http://www.BerkeleyCA.gov/BESO)  
You can also email the BESO Team at [BESO@BerkeleyCA.gov](mailto:BESO@BerkeleyCA.gov)