

Commercial & Multifamily Assessor Quick Guide Building Energy Saving Ordinance (BESO)

1. **Check Building Status:** the [Large Building Status List](#) for buildings over 25,000 ft² or the [Online BESO Portal](#) for buildings under 25,000 ft².
2. **Refer to Assessment Requirements Chart:** This chart summarizes all Energy Assessment, EnergyStar© Portfolio Manager, and Assessor qualification requirements for all building types. Available in Appendix D of the [BESO Administrative Regulations](#). Conduct appropriate assessment level for building, format not regulated by City.
3. **Submit all required content of Energy Assessment:**
 - a. Currently, we are accepting the following audit types for each type of building:

Commercial Buildings	Multifamily Large Buildings	Mixed Use Buildings
PDF report (any format, but must include all required aspects listed in administrative regulations) for specified ASHRAE standard AND Completed Supplemental Commercial/Multifamily spreadsheet (email BESO Team for copy)	PDF report (any format, but must include all required aspects listed in administrative regulations) for specified ASHRAE standard AND Completed Supplemental Commercial/Multifamily spreadsheet (email BESO Team for copy)	Use Assessment Requirements Chart to determine if it is required to complete Multifamily <u>and</u> Commercial assessments or just one for predominant use type.
OR	OR	
Asset Score report (full scoring capability, submitted through portal)	Multifamily LCAT report	
OR	OR	
Asset Score Reporting Template (submitted through the Asset Score Tool, email copy to BESO Team)	Asset Score Reporting Template (submitted through the Asset Score Tool, email a copy to BESO Team)	

4. **EnergyStar© Portfolio Manager Reporting:** For medium and large buildings (15,000 sqft+), please refer to the [Benchmarking Instructions webpage](#). Benchmarks are due by July 1st each year.
5. **Reporting to the City:** Please note compliance will not be complete until the BESO Team receives all of the following:
 - **Large Buildings – (25,000 sqft or greater):**
 - Assessment every 5 years
 - Emailed to the BESO Helpdesk
 - Include the Assessment PDF and Supplemental Spreadsheet **OR** Asset Score PDF
 - [BESO Large Building Application](#) and associated filing fee via mailed check – (these may be submitted by assessor or building owner). *Fee only required for assessment submissions, not benchmarking.*
 - Benchmarking report – Submitted through ENERGY STAR Portfolio Manager
 - **Medium Buildings (15,000-24,999 sqft):**
 - Assessment prior to listing a building for sale

- [Submitted through the BESO Portal](#)
- Include the Assessment PDF and Supplemental Spreadsheet **OR** Asset Score PDF
- BESO application and associated filing fee – submitted by building owner through online [BESO Portal](#). *Fee only required for assessment submissions, not benchmarking.*
- Benchmarking report – Submitted through ENERGY STAR Portfolio Manager
- **Small Buildings (850-14,999 sqft):**
 - Assessment prior to listing a building for sale
 - [Submitted through the BESO Portal](#)
 - Include the Assessment PDF and Supplemental Spreadsheet **OR** Asset Score PDF
 - BESO application and associated filing fee – submitted by building owner through online [BESO Portal](#)