

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

1. **Check Building Status:** the [Large Building Status List](#) for buildings over 25,000 ft<sup>2</sup> or the [Online BESO Portal](#) for buildings under 25,000 ft<sup>2</sup>.
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 <a href="#">administrative regulations</a> ) for specified ASHRAE standard <b>AND</b> Completed Supplemental Commercial/Multifamily spreadsheet (email BESO Team for copy)	PDF report (any format, but must include all required aspects listed in <a href="#">administrative regulations</a> ) for specified ASHRAE standard <b>AND</b> Completed Supplemental Commercial/Multifamily spreadsheet (email BESO Team for copy)	Use <a href="#">Assessment Requirements Chart</a> to determine if it is required to complete Multifamily <u>and</u> Commercial assessments or just one for predominant use type.
<b>OR</b>	<b>OR</b>	
Asset Score report (full scoring capability, submitted through portal)	Multifamily LCAT report	
<b>OR</b>	<b>OR</b>	
Asset Score Reporting Template (submitted through the Asset Score Tool)	Asset Score Reporting Template (submitted through the Asset Score Tool)	

4. **EnergyStar© Portfolio Manager Reporting:** For large buildings, please refer to the [Benchmarking Instructions webpage](#). For smaller buildings, see below:
  - a. Set up building record for property, populate with building data. Include “Statement of Energy Performance”, available as pdf on ESPM website.
  - b. *If new buyer cannot obtain 12 months of utility data:*
    - i. Create new account for building owner, using their own unique log-in.
    - ii. Share building record with building owner’s ESPM account. Set up PG&E data upload for future usage.
    - iii. Inform buyer to request a 12-month deferral for ESPM score from City.
    - iv. Include reasoning for exclusion of ESPM score in Energy Assessment.
  - c. *If utility data cannot be obtained from tenants:*
    - i. Inform buyer to request exemption for ESPM score from City. Please note data may be obtained through PG&E’s data aggregation portal. Please contact BESO Team for assistance.
    - ii. Include reasoning for exclusion of ESPM score in Energy Assessment.

- d. *If ESPM unable to generate score for certain building type: Include EnergyStar® weather-normalized site Energy Usage Intensity (EUI).*
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):**
    - Emailed to the BESO Helpdesk
      - Energy Assessment
      - Supplemental Spreadsheet (if required)
    - Benchmarking report – Submitted through ENERGY STAR Portfolio Manager
    - [BESO Large Building Application](#) and associated filing fee (these may be submitted by assessor or building owner). *Fee only required for assessment submissions, not benchmarking.*
  - **Small/Medium Buildings (850-24,999 sqft):**
    - [Submitted through the BESO Portal](#)
      - Energy Assessment
      - Supplemental spreadsheet (if required)
    - BESO application and associated filing fee – submitted by building owner through [BESO Portal](#)