

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

1. [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.
2. Check the [Property Status List](#) available on the [BESO website](#) for compliance status of building.
3. Complete Supplemental Commercial/Multifamily Sheet (excel format):
 - a. Please email beso@cityofberkeley.info to receive copy of file.
 - b. Input data only into orange cells. Go to “zoom” tab if necessary if font is too small.
 - c. Rows 5 to 20 are summary data of Energy Report.
 - d. Rows 23 and below allow summarization of recommended measures. Please see drop-down lists for each category and select corresponding measures along with known information for Columns C-O.
4. EnergyStar® Portfolio Manager Reporting: Set up building record for property, populate with building data. Include “Statement of Energy Performance”, available as pdf on ESPM website.
 - a. *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.
 - b. *If utility data cannot be obtained from tenants:*
 - i. Inform buyer to request exemption for ESPM score from City.
 - ii. Include reasoning for exclusion of ESPM score in Energy Assessment.
 - c. *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 without the Energy Report, [BESO application](#), and associated filing fee (the latter two may be completed by either the building owner or assessor). When submitting an Energy Assessment, please attach all of the following in an email to building owner, and cc beso@cityofberkeley.info:
 - Energy Assessment
 - EnergyStar® Portfolio Manager “Statement of Energy Performance” (if applicable, see below)
 - Summary Data Sheet in excel format
 - Paid, itemized invoice