

## Home (1-4 Units) Energy Assessor Quick Guide Building Energy Saving Ordinance (BESO)

1. Confirm if a building is required to comply with BESO:
  - a. Check the [Property Status List](#) available on the [BESO website](#) for compliance status of building. If the building is not listed and has sold since Dec 1, 2015, it is required to comply.
  - b. *Is an assessment required?* Make sure the home is not eligible for deferrals or exemptions under the ordinance. Homeowners must submit an application and relevant documentation, and await approval from BESO Team. Exemptions and deferrals includes buildings that:
    - i. Are smaller than 600 SF
    - ii. Are less than 10 years old
    - iii. Have participated in a [verified EE program](#)
    - iv. Have completed an extensive renovation
    - v. Only one unit within a larger building is selling separately
    - vi. Full list included in [Administrative Regulations](#)
2. Verify assessment type for building:
  - a. *Is the building eligible for Home Energy Score?* Only if it is a single detached structure or a side-by-side townhome style duplex. If not eligible, an Energy Upgrade California Advanced or Multifamily ASHRAE Level 1 assessment will be required. Refer to [Assessment Requirements Chart](#) for full details.
3. Complete appropriate assessment:
  - a. For Home Energy Score reports:
    - i. Every Home Energy Score report must be approved by Frontier Energy. For specific instructions, please see [HEScore Database Overview](#) or contact [homeenergyscore@frontierenergy.com](mailto:homeenergyscore@frontierenergy.com).
    - ii. Once approved, send building owner HEScore report (excluding second score) and custom report.
    - iii. If using SnuggPro or Optimiser with HEScore integrated, make sure to upload full report to Frontier HEScore database.
  - b. For non-Home Energy Score reports:
    - i. Please submit PDF report to [beso@cityofberkeley.info](mailto:beso@cityofberkeley.info).
    - ii. Indicate customer contact information, assessment cost, and what testing completed within the report or in the body of the email.
4. Confirm submission:
  - a. A [BESO application](#) and associated filing fee must be submitted to the City in addition to an assessment. This may be completed by the owner, assessor, or agent. Once the City receives everything, a Form A will be sent to the applicant's email and listed as compliant.