



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

**DIRECTIONS:** Check [Property Status List](#) on BESO website before applying to see if your building is already compliant. You can find link at [www.cityofberkeley.info/BESO/](http://www.cityofberkeley.info/BESO/). Any questions, please email [BESO@cityofberkeley.info](mailto:BESO@cityofberkeley.info) or call 510-981-7465

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 Energy Saving Ordinance (BESO)**  
**PLEASE SUBMIT ONE APPLICATION PER BUILDING**

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

Primary Building Address		Zip	
Any Alternative Addresses <i>(if applicable)</i>		# of Residential Dwelling Units	
Estimated Gross Floor Area (ft <sup>2</sup> ) <i>*see "Exempt Size Thresholds" below</i>			
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 <i>(please specify)</i> _____		
Applicant Name			
Phone			
Email			

**COMPLIANCE OPTIONS** *(please select one of three options):*

**Submit Energy Assessment** – Hire an assessor appropriate for your building type from the [Registered Energy Assessor List](#) on the BESO website, *and* submit BESO application and filing fee to receive BESO **Form A** Compliance Certificate. Building owners must disclose all energy information to existing tenants and prospective tenants and buyers. Energy improvements are voluntary and encouraged.

**Apply for Deferral** *(indicate which deferral below):*

- Time of Sale Deferral to Buyer** – Submit application and filing fee to receive BESO Deferral **Form C**. *(Form C must be signed by buyer and included with property transfer documents at close of escrow. This deferral gives buyer 12 months to submit energy assessment or apply for exemption.)*

Provide anticipated date of sale	
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- Deferral for New Construction or Extensive Renovation** (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 have enrolled in a certified , please submit application *and documented evidence* (no filing fee) to receive BESO Compliance Form A. (Note: \$79 filing fee still required for a High Performance Home Energy Score of 9 or more)
- Exempt size thresholds:** 1) Buildings 25,000 ft<sup>2</sup> & over, 2) buildings 600 ft<sup>2</sup> & under, and 3) any duplex with both units under 600 ft<sup>2</sup> each, 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-sale only	\$79	<input type="checkbox"/>
P540	Small Buildings (600 - 4,999 ft <sup>2</sup> ) (excluding 1-4 unit Houses)	Every 10 years, and/or at time-of-sale	\$79	<input type="checkbox"/>
P530	Medium Buildings (5,000 to 24,999 ft <sup>2</sup> )	Every 8 years, and/or at time-of-sale	\$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 Sale Deferral to Buyer	At time-of-sale only	\$48	<input type="checkbox"/>
	High Performance Exemption, New Construction / Extensive Renovation, Hardship, etc. for All buildings		No fee	<input type="checkbox"/>
	Exempt Sale (Unit within Larger Building)		No fee	<input type="checkbox"/>

**APPLICATION SUBMISSION OPTION (check one):**

- 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

- In case of exemption:** Email application to [BESO@cityofberkeley.info](mailto:BESO@cityofberkeley.info).

Only applications that do **not** require a fee can be processed via email. Applications requiring payment must be submitted by mail or in person.

For additional information, please visit [www.cityofberkeley.info/BESO](http://www.cityofberkeley.info/BESO)

You can also email the BESO Team at [BESO@cityofberkeley.info](mailto:BESO@cityofberkeley.info), or call (510) 981-7465