



Department of Planning and Development  
 Office of Energy & Sustainable Development  
 BMC Chapter 19.81  
[www.BerkeleyCA.gov/BESO/](http://www.BerkeleyCA.gov/BESO/)  
[BESO@berkeleyca.gov](mailto:BESO@berkeleyca.gov)

**DIRECTIONS:** Check the Property Status on BESO Portal ([BESO.my.site.com](http://BESO.my.site.com)) before applying to see if your building is already compliant. Please email any questions to [BESO@BerkeleyCA.gov](mailto:BESO@BerkeleyCA.gov).

Please download and save this form to your computer prior to filling it out.

## Application for Compliance with Building Emissions Saving Ordinance (BESO) Multifamily (3+ Units) and Commercial Buildings

--- PLEASE SUBMIT ONE APPLICATION PER BUILDING ---

Before listing your building for sale, owners of multifamily (3+ units) and commercial properties must hire a qualified BESO assessor to complete an energy assessment report and provide it to the City and prospective buyers. Alternatively, sellers may defer the BESO energy assessment requirement to the buyer.

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

Building Address		Zip	
Any Alternative Addresses <i>(if applicable)</i>		# of Residential Dwelling Units	
Estimated Gross Floor Area (ft <sup>2</sup> )			
Building Type (check one)	<input type="checkbox"/> Single-Family Home or Duplex (listed before 1/1/26) <input type="checkbox"/> Mixed Use <input type="checkbox"/> Multifamily (3+ dwelling units) <input type="checkbox"/> Commercial <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 option below):*

**Submit Energy Assessment** – Hire an assessor appropriate for your building type from the Registered Energy Assessor List ([1-4 Unit Homes](#), [Commercial](#), [Multifamily](#), and [Mixed Use](#)) on the BESO website, *and* submit BESO application and filing fee to receive BESO **Form A** Compliance Certificate. Building owners must disclose the energy assessment to prospective buyers. Energy improvements are voluntary and encouraged.

**Apply for a Deferral to Buyer (2-Step Process) for Multifamily (3+ units) and Commercial only:**

- Request Time of Listing Deferral (Submitted by Seller) – Request a Deferral to Buyer, transferring the BESO assessment responsibility from the seller to the buyer at time of listing. After submitting the request and \$110 deferral fee you'll receive a BESO Fuel Source Disclosure Packet via email that must be provided to all potential buyers and included on the real estate listing.

Please review the following building systems and appliances and indicate the fuel source.

Heating/Furnace	Natural Gas	Electric	NA	Hot Water Heating	Natural Gas	Electric	NA
Stove	Natural Gas	Electric	NA	Oven	Natural Gas	Electric	NA
Clothes Dryer	Natural Gas	Electric	NA	Fireplace	Natural Gas	Electric	NA

- Obtain Time of Listing Deferral Form C (Submitted by Buyer or Title Company) – Submit application to receive BESO Deferral **Form C**. *(Form C must be included with property transfer documents at close of escrow. This deferral gives buyer 6 months to submit energy assessment or apply for exemption.)*

Building Sale Date	
Buyer's Name	
Buyer's Email	

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

- Planned Energy Efficiency or Electrification Upgrade** – Buildings that plan to complete a qualifying verified building envelope upgrade or electrification upgrade, transitioning the building's water and/or space heating from natural gas to electric heat pump, may extend their assessment due date for 6 months to allow the energy upgrade to be completed.
- Planned Demolition/Extensive Renovation** – Buildings that are planned to be demolished or extensively renovated (replace at least 50% of the building envelope, space heating, and water heater) may extend their assessment due date for 2 years.

**Apply for Exemption (*indicate which exemption below*):**

- High Performance Building** – If your building has a green certification, has completed a qualifying energy efficiency/electrification upgrade, or is newly constructed/extensively renovated, please submit application *and documented evidence* (no filing fee) to receive BESO Compliance Form A-HPE.
- 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
P540	Small Buildings ( $\leq 4,999$ ft <sup>2</sup> )	With Energy Assessment	\$79	<input type="checkbox"/>
P530	Medium Buildings (5,000 to 24,999 ft <sup>2</sup> )	With Energy Assessment	\$152	<input type="checkbox"/>
	<b>Deferrals &amp; Exemptions</b>			
P510	Time of Listing Deferral to Buyer	At time-of-listing only	\$110	<input type="checkbox"/>
P510/P550	Late Time of Listing Deferral to Buyer	Submitted by Title Companies	\$195	<input type="checkbox"/>
P550	Administrative Late Fee*		\$85	<input type="checkbox"/>
	Exemption, Planned Energy Upgrade or Renovation Deferral, Hardship, etc.		No fee	<input type="checkbox"/>

\*An administrative late fee must be included on applications for buildings that have not completed the energy assessment or BESO deferral prior to listing the property for sale.

**APPLICATION SUBMISSION:**

- 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

For additional information, please visit [www.BerkeleyCA.gov/BESO](http://www.BerkeleyCA.gov/BESO). You can also email the BESO Team at [BESO@BerkeleyCA.gov](mailto:BESO@BerkeleyCA.gov).