



# BESO ASSESSOR QUICK GUIDE: COMMERCIAL & MULTIFAMILY

## Step One: Check Building Status

Check 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>.

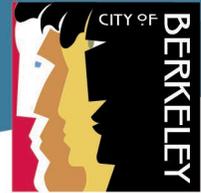
## Step Two: Refer to Assessment Requirements Chart

The [Assessment Requirements 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.

## Step Three: Submit all required content of Energy Assessment

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 administrative regulations) for specific ASHRAE standard	PDF report (any format, but must include all required aspects listed in administrative regulations) for specific ASHRAE standard	Use Assessment Requirements Chart to determine if it is required to complete Multifamily <u>and</u> Commercial Assets or just one for predominant use type
<b><u>OR</u></b>	<b><u>OR</u></b>	
Asset Score report (full scoring capability, submitted through portal)	Multifamily LCAT report	
<b><u>OR</u></b>	<b><u>OR</u></b>	
Asset Score Reporting Template (submitted through the Asset Score Tool, email copy to BESO Team)	Asset Score Reporting Template (submitted through the Asset Score Tool, email copy to BESO Team)	



## Step Four: EnergyStar® Portfolio Manager Reporting

For medium and large buildings (15,000 sqft+), please refer to the [Benchmarking Instructions webpage](#). Benchmarks are due by July 1st each year.

## Step Five: Reporting to the City

Please note compliance will not be complete until the BESO Team receives the following:

- **Large Buildings – (25,000 ft<sup>2</sup> or greater):**
  - Assessment every 5 years
    - Emailed to the BESO Helpdesk
    - Include the Assessment PDF
  - BESO [Large Building Application](#) and associated filing fee via mailed check – (these may be submitted by assessor or building owner). *Fee only required for assessment submissions, not benchmarking.*
  - Benchmarking report – Submitted through ENERGY STAR Portfolio Manager
- **Medium Buildings (15,000-24,999 ft<sup>2</sup>):**
  - Assessment prior to listing a building for sale
    - Submitted through the [BESO Portal](#)
    - Include the Assessment PDF Spreadsheet
  - BESO application and associated filing fee – submitted by building owner through online [BESO Portal](#). *Fee only required for assessment submissions, not benchmarking.*
  - Benchmarking report – Submitted through ENERGY STAR Portfolio Manager
- **Small Buildings (850-14,999 ft<sup>2</sup>):**
  - Assessment prior to listing a building for sale
    - Submitted through the [BESO Portal](#)
    - Include the Assessment PDF
  - BESO application and associated filing fee – submitted by building owner through online [BESO Portal](#)