



Department of Planning and Development
 Office of Energy &
 Sustainable Development
 BMC Chapter 19.81
 www.BerkeleyCA.gov/BESO
 BESO@berkeleyca.gov

Please mail or drop off this application, appropriate filing fee, and documentation to the City of Berkeley:
ATTN: BESO 1947 Center St, 1st Floor Berkeley, CA 94704
 Please email to BESO if no filing fee is required.

Large Building 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 Line 1	
Alternate Addresses associated with property (if applicable)	
Berkeley Building ID (See the BESO Large Building Status List on the BESO website if you do not know your Building ID.)	
Estimated Gross Floor Area (ft ²) of the building only	
Building Type	<input type="checkbox"/> Multifamily ONLY <input type="checkbox"/> Commercial ONLY <input type="checkbox"/> Industrial ONLY <input type="checkbox"/> Mixed Use (Commercial & Multifamily) <input type="checkbox"/> Mixed Use (Commercial & Industrial)
Building has multiple tenants	<input type="checkbox"/> Yes <input type="checkbox"/> No

APPLICANT INFORMATION (all correspondence and documents will be sent to person listed here):

Applicant Title	<input type="checkbox"/> Building Owner <input type="checkbox"/> Building Manager <input type="checkbox"/> Other: _____
Applicant Name	
Phone	
Email	

COMPLIANCE OPTIONS (Please select one option below):

- Submit Energy Assessment & Benchmarking** – Detailed instructions for each step may be found on the BESO website: **1)** Hire a Registered Energy Assessor (list available on the BESO website) appropriate for your building type (multifamily or commercial). **2)** Submit energy benchmarking data via the City’s Energy Star Portfolio Manager data request link. **3)** Submit this application with a **\$275 filing fee**, with the *Building Address written in the check memo*. Once City has received everything, the applicant will be sent an assessment confirmation. Building owners must disclose all energy information to existing tenants and prospective tenants and buyers. Recommendations for improvements given by the assessor are voluntary but highly encouraged.
- Apply for Assessment Deferral** – Deferrals can be provided for buildings that qualify for one of the following. Please provide necessary documentation/evidence. You may also contact BESO if you are unsure of your specific qualification:
 - Building has a verified Portfolio Manager benchmarking score of 80 or above (Attach Verification)
 - Building recently completed an extensive renovation or is a new construction (less than 10 years old). Please list:

Planning Permit Number	
Project Completion Date	
 - Building has participated in a verified upgrade program (Attach verification)
 - Other deferral listed in BESO Administrative Regulations (Attach description)
- Apply for Benchmarking Exemption** – Aligns with CA State Assembly Bill 802 (Attach explanation and relevant documentation)

ADDITIONAL COMMENTS AND INFORMATION

If there is any information that you think will be important in regards to your building and BESO, please summarize it below. This can include correcting square footage of your building published by the City of Berkeley, or if the building is part of a “campus”, and or mixed uses broken down by ft² etc. Please use this space below to comment.

[Empty box for additional comments and information]

Please fill this application out completely and send to the City of Berkeley. When submitting, please make sure the application is attached with the appropriate filing fee and documentation if necessary. **All checks must include the building address in the memo and be made payable to City of Berkeley.** Return these items together via mail or in person to the address below:

City of Berkeley Planning Dept.
Office of Energy and Sustainable Development
ATTN: BESO
1947 Center Street, 1st Floor
Berkeley, CA 94704

FILING FEES

Office Use Only		Application For Following:	Filing Fee	Check One
P520		Submitting Energy Report	\$275	<input type="checkbox"/>
		Deferral	No Fee	<input type="checkbox"/>
		Exemption	No Fee	<input type="checkbox"/>

For additional information, please visit www.BerkeleyCA.gov/BESO. You can also email the BESO Team at BESO@BerkeleyCA.gov.