The City of **SAN DIEGO** Sustainability Department | **FACT SHEET**

Building Energy Benchmarking Ordinance (BEBO)

The City of San Diego is promoting more energy-efficient buildings by requiring energy benchmarking. As part of its climate action plan, the city has adopted the Building Energy Benchmarking Ordinance (BEBO) covering large commercial, multifamily and mixed-use buildings.

What is Benchmarking?

Benchmarking is the process of measuring your building's energy consumption and comparing it against past performance and to other similar buildings. To comply with the benchmarking ordinance, building owners and operators must use ENERGY STAR® Portfolio Manager®, a free software platform provided by the U.S. Environmental Protection Agency.

BEBO Requirements

Owners and operators of all commercial, multifamily and mixed-use properties larger than **50,000 square feet** (and for multifamily and mixed-used properties with more than 17 residential utility accounts) are required to benchmark and publicly disclose building energy usage to the city.

Steps to Comply

Determine if your building is required to comply based on its size and property type. Even if you receive an exemption (see Exemptions), you still must create and file a simplified report. To obtain an exemption for 2018 reporting, you must apply by June 1, 2019 to **energybenchmarking@sandiego.gov**.

1. Create your building in ENERGY STAR Portfolio Manager, including any required property use details, such as number of workers or operating hours, for your property type(s).

2. Add your energy meters and meter data manually or via syncing (recommended) with SDG&E's Benchmarking Data Request Portal. If syncing, visit **sdge.com/benchmarking**.

3. Once all your data is entered, run Portfolio Manager's data validation tool and fix any errors.

4. Submit your benchmarking report using the links found at **sandiego.gov/benchmark**. If your building is granted an exemption, you still need to submit a basic report with building characteristic information.

5. Review the generated report to ensure it is accurate and complete, and then submit the report to the city.
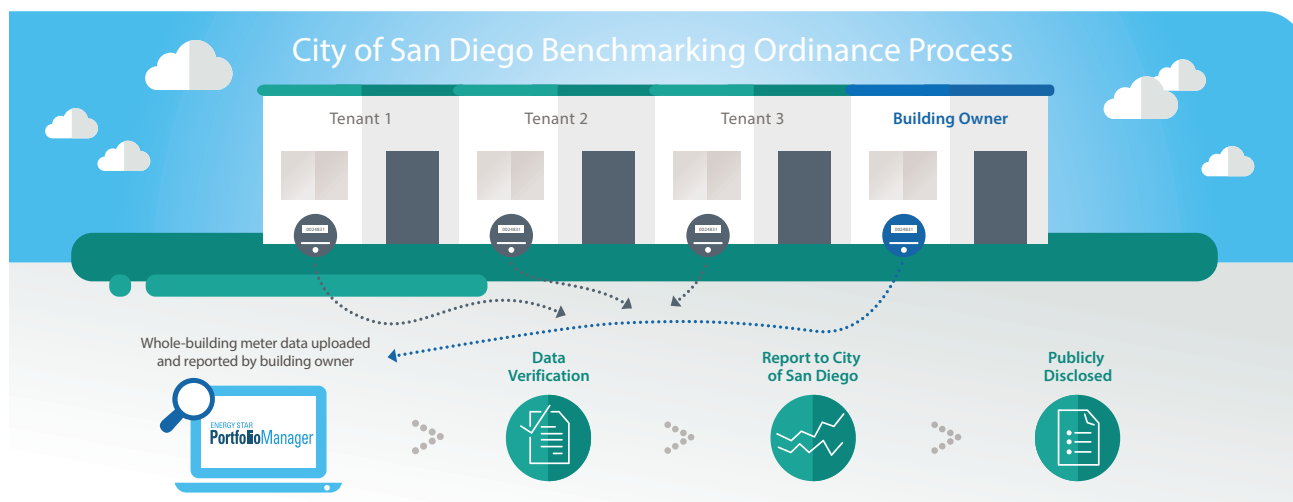
Key Reporting Deadlines

June 1, 2019
Commercial buildings are required to report calendar year 2018 whole-building energy data or submit an exemption request.

March 1, 2020
Any buildings requesting an exemption for reporting calendar year 2019 need to submit a request to **energybenchmarking@ sandiego.gov**.

June 1, 2020
Commercial and multifamily buildings are required to report calendar year 2019 whole-building energy data to the city.

City of San Diego Benchmarking Ordinance Process

Tenant 1 | Tenant 2 | Tenant 3 | **Building Owner**

Whole-building meter data uploaded and reported by building owner

ENERGY STAR PortfolioManager

Data Verification → **Report to City of San Diego** → **Publicly Disclosed**

Exemptions

The following buildings are automatically exempt from reporting requirements, *and no further action is necessary*.

- Condominiums
- Buildings with 1–16 residential utility accounts
- Buildings where more than half of the gross floor area is used for scientific experiments requiring controlled environments, manufacturing or industrial purposes.
- Buildings owned by certain government agencies, including federal, state and county buildings and facilities of Metropolitan Transit Service and San Diego Unified School District.

Under the following circumstances, building owners may file for a benchmarking exemption and simply file a basic building characteristics report. Exemptions are *not* automatic and still require exemption confirmation from the city.

- Building did not have a certificate of occupancy for more than six months of the calendar year being benchmarked.
- Demolition work on the disclosable building has begun, and it is no longer possible to obtain a certificate of occupancy.
- City manager determines that disclosure of the building's energy use data would result in the release of proprietary information that can be considered a trade secret.
- Building owner is unable to collect sufficient information to complete a benchmarking submission and submits proof that a request for data from the utility or tenants was denied.

Additional Resources

To access additional training resources for compliance, visit **sandiego.gov/benchmark**.

No-cost benchmarking coach technical support is available to San Diego Regional Green Business Network Members at **greenbizsd.org/benchmarking**. Not a member? There is no-cost to join. Sign up your business at **greenbizsd.org/join**.

To learn more about the city's climate action plan goals, visit **sandiego.gov/sustainability**.

Email city staff about any questions regarding the ordinance at **energybenchmarking@sandiego.gov**.