

Under limited circumstances, building owners may apply for a one-year extension or qualify for a waiver from a Building Tune-Up cycle.

While fulfillment of the Building Tune-Ups mandate is our priority, we recognize that some building owners may face existing barriers to compliance. The table below outlines the acceptable reasons to request extensions or waivers in order to achieve compliance at a later date.

Building owners must submit an extension or waiver request form, along with required documentation (as specified on form), no later than 180 days prior to the building's Tune-Up compliance date (*see schedule on next page*).

EXTENSION OPTIONS	
CHANGE OF OWNERSHIP	<ul style="list-style-type: none"> • Owners of buildings having a date of purchase within one year prior to or on the exact date of the compliance deadline (October 1st of the required compliance year) may apply for a one-year deadline extension. • Extension requests may be accepted up to the compliance date if change of ownership occurs within 180 days of the compliance deadline.
LOW OCCUPANCY RATE	<ul style="list-style-type: none"> • Buildings with less than 50% occupancy in nonresidential spaces during a consecutive six-month period within the twelve months preceding the compliance date. • If the building continues to have less than 50% occupancy at the end of the extension period, an additional one-year extension may be requested.
EXISTING MECHANICAL IMPROVEMENTS	<ul style="list-style-type: none"> • Buildings where permitted mechanical improvements are underway, which must be complete before a Tune-Up can reasonably occur.
EUI REDUCTION IN PROGRESS	<ul style="list-style-type: none"> • If pursuing alternative compliance through the reduced Energy Use Intensity (EUI) pathway, which requires demonstrating 15% building energy savings, an owner may request an extension to allow time to demonstrate twelve months of post-implementation reduction in the building's site EUI. • The building owner must submit evidence that the activity projected to reduce the building's EUI has been completed within the last year. • An extension for this purpose may only be granted once.

WAIVER OPTIONS	
DEMOLITION	<ul style="list-style-type: none"> • Buildings scheduled to be demolished within three years of the Tune-Up compliance date. • Demolition or deconstruction permit must be active, or issued no more than two years prior to the Tune-Up compliance date.
MAJOR RENOVATION	<ul style="list-style-type: none"> • Buildings undergoing, or scheduled for, a major renovation including upgrades to HVAC and lighting systems within one year of the Tune-Up compliance date. • All permits must be issued no more than two years prior to the Tune-Up compliance date, or an active permit application submitted to Seattle Department of Construction and Inspections (SDCI). The project must be defined as a substantial alteration project, see SEBC Section 303.1.1 or SDCI's Tip 314.
FINANCIAL DISTRESS	<p>Evidence of severe financial distress, including:</p> <ul style="list-style-type: none"> • Building is the subject of a tax lien sale or public auction due to property tax arrearages, • Building is controlled by court appointed receiver, or • Building has been acquired by a deed in lieu of foreclosure.

TUNE-UP SCHEDULE

Ongoing, every five years

BUILDING SIZE*	WAIVER AND EXTENSION DUE DATE	TUNE-UP SUMMARY REPORT DUE DATE
200,000+ SF	April 1, 2018	Oct 1, 2018
100,000-199,999 SF	April 1, 2019	Oct 1, 2019
70,000-99,999 SF	April 1, 2020	Oct 1, 2020
50,000-69,999 SF	April 1, 2021	Oct 1, 2021

* Excluding parking



seattle.gov/buildingtuneups | buildingtuneups@seattle.gov | 206-727-TUNE (8863)