



Alternative Compliance Substantial Alteration or Newly Constructed Building



For OSE Use Only

Please use this form to request alternative compliance from a Seattle Building Tune-Ups compliance cycle for newly constructed buildings or completed substantial alteration projects, as defined by the [Seattle Energy Code \(SEC\) Section C503.8](#), completed no more than three years preceding the compliance deadline.

Buildings owners must submit a signed request form, along with required documentation as specified on the form, no later than 180 days prior to a building's Tune-Up compliance date. For more information on the requirements for this pathway and timeframe eligibility, please visit seattle.gov/buildingtuneups.

A. General Building Information <i>Required for all applications</i>

BUILDING DETAILS

Building Name: _____ Building Address: _____

Portfolio Manager ID: _____ Seattle Building ID: _____ Compliance Year: _____

Nonresidential Sq Footage: _____ Parking Sq Footage: _____

BUILDING OWNER

First name: _____ Last Name: _____

Company/Organization/LLC: _____

Email: _____ Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

BUILDING OWNER REPRESENTATIVE — *Required if submitting on behalf of the building ownership.*

First name: _____ Last Name: _____

Role with building (e.g. property manager): _____

Company/Organization/LLC: _____

Email: _____ Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

Questions? We Can Help!

Call the Seattle Building Tune-Ups Help Desk at (206) 727-8863 (TUNE) or email buildingtuneups@seattle.gov

B. New Construction or Substantial Alteration *Required for all applications*

Please indicate whether the building is newly constructed or recently completed a project classified as a substantial alteration project by the Seattle Department of Construction and Inspections (SDCI).

- This building was newly constructed within three years of the compliance deadline.
- This building completed a major renovation classified as a substantial alteration by SDCI within three years of the compliance deadline.

ATTACH REQUIRED DOCUMENTATION

- Copy of the permit issued
- Copy of the final Certificate of Occupancy (for new construction only)

C. Statement of Owner or Building Representative *Required for all applications*

By checking the box below, I, the undersigned representative of the building affirm and attest to the accuracy, truthfulness and completeness of the statements of material fact provided in this form. I understand these statements are subject to verification.

- Pursuant to RCW 9A.72.085, I certify under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct. By clicking this box, I intend to submit my signature.*

Name

Date