

## Energy Benchmarking Exemption Application

### Building Size or Occupancy Use

Please use this form if you believe that your building is not covered by the ordinance due to its size (less than 20,000 gross square feet) and/or due to the occupancy use type. For all requests, indicate building type (commercial/ institutional, residential, or manufacturing), include the approximate gross square feet, and which exemption type you are pursuing. Email signed and completed applications with supporting documentation to [energybenchmarking@seattle.gov](mailto:energybenchmarking@seattle.gov).

**A. Location Information** *Required for all applications*

Street No. \_\_\_\_\_ Street Name: \_\_\_\_\_ Zip Code \_\_\_\_\_

Benchmarking ID \_\_\_\_\_ Building Name \_\_\_\_\_ KC PIN \_\_\_\_\_

**B. Ownership Information** *Required for all applications*

Building Owner \_\_\_\_\_

Owner or Agent's Contact Name and Title \_\_\_\_\_

Owner or Agent's Email \_\_\_\_\_

Owner or Agent's Contact Telephone No. \_\_\_\_\_

**C. Building Information** *Required for all applications*

Building Type \_\_\_\_\_ Building Gross Square Feet \_\_\_\_\_

Non-residential Floor Area (square feet) \_\_\_\_\_

Residential Floor Area (square feet) \_\_\_\_\_

Parking Floor Area (square feet) \_\_\_\_\_

**D. Reason for Exemption** *Required for all applications*

- ☐ Building is less than 20,000 gross square feet (*Supporting documentation is required*)
- ☐ Building vacant due to renovation, or pending demolition (*Please also fill out section D.1 and attach a copy of SDCI permit and supporting documentation*)
- ☐ At least 50% of the building's use is manufacturing or light industrial (*A Certificate of Occupancy (COO) is required; if the COO is unavailable, you are required to complete Self Certification in section D.2*)
- ☐ At least 50% of the building is unleased and unoccupied for six consecutive months or more for the required reporting year (*Please also fill out section D.3 and submit supporting documentation. Tenant ledgers or lease rolls are required to verify low occupancy and unleased space square footage*)

## D.1 Building Renovation or Demolition

Renovation Project Date Range: \_\_\_\_\_

Construction Permit # \_\_\_\_\_

Date of Scheduled Demolition \_\_\_\_\_

Demolition Permit # \_\_\_\_\_

## D.2 Manufacturing/Industrial Self-Certification

- ☐ I am submitting this Self-Certification Form because the Department of Construction and Inspections (SDCI) staff and I have not been able to locate this building's Certificate of Occupancy.
- ☐ I am claiming this building is exempt because at least 50% of the building area conforms to the Factory Industrial Group F use as defined in the current Seattle Building Code.

*Please describe the use:*

- ☐ I understand that inaccurate representation of building information could subject me to the fines associated with non-compliance.
- ☐ I understand this form is for the sole purpose of applying for an exemption from the Energy Benchmarking Program requirements, and that accepting this form does not imply that SDCI is establishing or approving the permitted use of the building.

## D.3 Low Occupancy

Low Occupancy Date Range: \_\_\_\_\_

Building Square Footage (excluding parking): \_\_\_\_\_

Unleased/Unoccupied Square Footage: \_\_\_\_\_

*(Note: the building must have 50% or greater of unleased space for six or more consecutive months during the required reporting year. Buildings with hybrid work occupants do not qualify for exemption. Exemption approvals are only good for the required reporting year, and must be renewed annually if the building continues to meet low-occupancy criteria.)*

### Questions? We Can Help!

Call the Seattle Energy Benchmarking Help Center at (206) 727-8484 (M-F, 8am-4pm) or email [energybenchmarking@seattle.gov](mailto:energybenchmarking@seattle.gov)

<b>E.</b>	<b>Statement of Owner or Owner's Agent:</b>
-----------	---

I, the undersigned authorized representative of the building, affirm and attest to the accuracy, truthfulness and completeness of the statements of material fact provided in this form.

\_\_\_\_\_  
*Name (please print)*

\_\_\_\_\_  
*Signature* *Date*