



City of Seattle

Office of Sustainability & Environment – Jessyn Farrell, Director
PO BOX 94729
Seattle, WA 98124-4729

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ACTION REQUIRED: CITY ORDINANCE NOTIFICATION

Seattle Building Owner LLC
123 Madison Ave
New York, NY 10016-6784

FREE TECHNICAL ASSISTANCE

Benchmarking Help Desk

206-727-8484

energybenchmarking@seattle.gov

Virtual help available by appointment

February 14, 2024

RE: ANNUAL BENCHMARKING REQUIREMENT

Dear Building Owner / Manager:

This is an official notice to inform you that the newly constructed building listed below is now required to annually report building energy and emissions performance data (benchmark) per Seattle Municipal Code Chapter 22.920. **A full year of accurate 2023 building space use, greenhouse gas emissions, and energy consumption data must be benchmarked in the ENERGY STAR Portfolio Manager tool and an Energy Use Intensity (EUI) ending December 2023 reported to the City of Seattle by June 1, 2024, to comply with the law.** Please see the enclosed program overview for additional information on the energy and emissions benchmarking and reporting annual requirement.

Seattle OSE Building ID:	60000
Building Description:	Center Square
Building Address:	123 YESLER WAY
Name of Building Owner:	Seattle Building Owner LLC*

**If you no longer own or manage this building, please email energybenchmarking@seattle.gov so we can update our records.*

Please note your benchmarking report must include **all** energy sources and accurate details about the spaces in your facility such as the number of workers on site, hours of operation, etc. Energy sources must include **both common area and tenant** energy meters for heating and cooling, hot water and electricity provided by Seattle City Light, gas provided by Puget Sound Energy* and/or CenTrio Energy (steam), and any delivered fuels like heating oil.

GET STARTED NOW

Please review the enclosed **compliance checklist** to understand all the required benchmarking steps. To facilitate the gathering and reporting of energy consumption data, CenTrio, Seattle City Light and Puget Sound Energy can provide owners retroactive whole building consumption data, up to two years from the time of the request, through automated benchmarking services which will upload data to your building's Portfolio Manager account. Instructions on how to benchmark your building and enroll in automated data exchange services are available at www.seattle.gov/energybenchmarking. You must sign up with each utility well in advance of reporting deadlines.

** Puget Sound Energy uses the online tool, EnergyCAP, for automated data uploads. If your building uses natural gas and you already have an EnergyCAP account for benchmarking other buildings, you can enroll new buildings to receive data from your existing account. If you do not have an EnergyCAP account, you will need to create one to start the process.*

The benchmarking and reporting process can take several weeks to complete from data collection to report submittal. **We strongly recommend acting as soon as possible to ensure that your building is accurately benchmarked and reported by the June 1, 2024, deadline.** Fines for non-compliance will be imposed 90 days after the reporting deadline: \$2,000 for buildings between 20,000 to 50,000 SF and \$4,000 for buildings greater than 50,000 SF.

ASSISTANCE IS AVAILABLE

- **Help desk:** Free technical assistance is available—call [206-727-8484](tel:206-727-8484) (to leave a voicemail) or email EnergyBenchmarking@seattle.gov. **Virtual help is available by appointment.**
- **Benchmarking Video Tutorials:** A series of instructional videos are available to guide you through the process of benchmarking your building and successfully submitting a report to the City of Seattle. To access the videos, visit www.seattle.gov/energybenchmarking under “Instructions”.
- **Puget Sound Energy hosts free weekly training sessions most Thursdays at 1:00 for those new to EnergyCAP.** Sessions include an open question-and-answer forum during the last 30 minutes to help you troubleshoot the enrollment and reporting process. Registration is required and links to training can be found at www.seattle.gov/energybenchmarking under “Instructions”.
- If you prefer to **hire a service provider to benchmark your property**, Building Potential, a non-profit energy efficiency trade association formerly known as the Northwest Energy Efficiency Council (NEEC), maintains a directory of businesses that can benchmark your building(s), at www.buildingpotential.org/industry-resources.

SAVE MONEY, REDUCE ENERGY WASTE, AND LOWER GREENHOUSE GAS EMISSIONS

Energy is one of the biggest expenses of owning real estate, and periodically reviewing your building’s performance is an energy management best practice. Whether your building is a high or low-energy user, keeping track of energy use can help you prioritize energy efficiency improvements and lower Greenhouse Gas Emissions.

Thank you for benchmarking and reporting!

Building Emissions Performance Standard: **New Regulation Adopted December 13, 2023**

Seattle adopted a Building Emissions Performance Standard (BEPS) that applies to existing nonresidential and multifamily buildings larger than 20,000 square feet. Building performance standards are energy or emissions targets that building owners must meet over time to improve energy efficiency and reduce climate impacts. BEPS will phase-in with required verification of benchmark reports by a qualified third-party provider starting in 2027-2030 and emissions targets will need to be met by 2031-2035 (depending on building size). Learn more about the new BEPS law and/or [join the free Accelerator program to get ready](#). Visit www.seattle.gov/building-performance-standards for more information.