

## **SEATTLE ENERGY BENCHMARKING AND REPORTING**

### **Manufacturing and Industrial Exemptions**

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#### **EXEMPTION INSTRUCTIONS**

The City of Seattle's **Energy Benchmarking and Reporting** ordinance, Seattle Municipal Code 22.920, requires the owner or legal representative of most buildings greater than 20,000 square feet to annually report the building's total energy use to the City of Seattle. Under Director's Rule 6-2011, buildings used primarily for manufacturing or industrial purposes are exempt from all benchmarking, disclosure, and reporting requirements of this ordinance.

The primary means of obtaining the manufacturing/industrial exemption is by submitting the building's **Certificate of Occupancy** to [EnergyBenchmarking@seattle.gov](mailto:EnergyBenchmarking@seattle.gov), documenting that **at least 50% of the building** is classified under the **2012 Seattle Building Code as Factory Industrial Group F**.

**Group F** includes buildings or portions of buildings that are used for assembling, disassembling, fabricating, finishing, manufacturing, packaging, repair, or processing operations. Refer to **Chapter 3, Section 306 of the 2012 Seattle Building Code** for additional information and examples of acceptable uses:

**Seattle Code Webpage:** <https://www.seattle.gov/DPD/codesrules/codes/building/default.htm>

If you cannot locate a valid Certificate of Occupancy, staff from the Department of Planning and Development (DPD) can research City archives and attempt to locate copies from on-line or microfiche records. Research requests should be submitted to the Benchmarking Help Desk at [EnergyBenchmarking@seattle.gov](mailto:EnergyBenchmarking@seattle.gov). Please include the complete building description, address, and City of Seattle Building ID Number as listed in your benchmarking notification letter.

#### **SELF-CERTIFICATION OPTION**

If you are unable to locate a valid Certificate of Occupancy, you may submit a **City of Seattle Self-Certification Form** (attached). This form is for the sole purpose of applying for an exemption from the Energy Benchmarking and Reporting Program requirements. Accepting this self-certification form does not imply that DPD is establishing or approving the permitted use of the building.



## SEATTLE ENERGY BENCHMARKING AND REPORTING Manufacturing and Industrial Self-Certification Form

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*Fill out, sign and submit this form only if you cannot locate the valid Certificate of Occupancy.*

YOUR NAME: \_\_\_\_\_

BUILDING OWNER NAME: \_\_\_\_\_

BUILDING DESCRIPTION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

CITY OF SEATTLE BUILDING ID (found in your notification letter\*): \_\_\_\_\_

**Please confirm ALL of the following (check boxes):**

I am submitting this Self-Certification Form because the Department of Planning and Development (DPD) 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 and Reporting Program requirements, and that accepting this form does not imply that DPD is establishing or approving the permitted use of the building.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**MAIL, FAX OR EMAIL A SIGNED COPY TO:**

Energy Benchmarking and Reporting Program  
Seattle Office of Sustainability and Environment  
PO Box 94729  
Seattle, WA 98124-4719

**Fax:** 206-684-3013

**Benchmarking Help Desk:** [EnergyBenchmarking@seattle.gov](mailto:EnergyBenchmarking@seattle.gov) or (206) 727-8484

*\* Contact the Helpline if you do not have your Building ID Number.*