



How to Comply with the LA Existing Buildings Energy and Water Efficiency Ordinance

First Year Benchmarking? If your building is 50,000 SF or greater and *your first* benchmarking deadline is June 1, 2018, refer to the **Benchmarking Guide** for compliance steps at: <http://www.betterbuildingsla.com/how-to-comply>

Second Year Benchmarking? If your building is 100,000 SF or greater and June 1, 2018 is your *second year* of reporting, please refer to the **Year Two Primer** to navigate the guide at: <http://www.betterbuildingsla.com/how-to-comply>

Below is an overview of the compliance process with references to the relevant sections of the Guide:

- **Register your Building with LA Department of Building and Safety (LADBS) by completing the steps in Section 1 of the Guide.**
- **Create a Portfolio Manager Account by completing the steps in Section 2 of the Guide.**
 - If you already have an account, you can skip to Section 3 of the Guide.
- **Create or update your Property Profile by completing the steps in Section 3 of the Guide.**
- **If tenants are not directly billed by the utilities (i.e. the building is master metered), upload prior calendar year's whole-building utility data to your Property Profile by completing Section 3B.**
 - Do not request data from the utilities if your building is master metered. Instead, simply upload the data to your Property Profile by following the steps in Section 3B, and submit your Benchmarking Report to LADBS (see Section 6).

OR

If tenants are billed directly for electricity, water, or natural gas, request LADWP and/or SoCalGas to upload the prior calendar year's aggregated data by completing Sections 4 and 5 of the Guide.

- Only request aggregated data from the utilities if tenants are billed directly. Follow the steps outlined in Sections 4 and/or 5 to request LADWP and/or SoCalGas to upload the aggregated data to Portfolio Manager.
- **Submit your Benchmarking Report to LADBS by completing the steps in Section 6 of the Guide.**

Download and view the Guide at: <http://www.betterbuildingsla.com/how-to-comply>

To comply with the Los Angeles Existing Buildings Energy and Water Efficiency Ordinance for **Benchmarking Calendar Year 2017**, please complete the steps above and submit your report on or before **June 1, 2018 (privately owned buildings ≥ 50,000 GSF and City owned buildings ≥ 7,500 GSF)**. If you need to request data from LADWP and/or SoCalGas, it is strongly recommended that you complete the data request process **no later than March 1st** to allow sufficient time for data upload and review.

Questions?

- Contact the LA Department of Building and Safety with questions related to your Building ID, notification letter, deadlines and registration/payment.
 - Email: ladbs.ebewe@lacity.org
- Contact LA Energy and Water Efficiency Resource Center for questions on benchmarking.
 - <http://www.betterbuildingsla.com/contact>
- Contact LADWP with questions regarding status of electricity and water data requests, or issues with electricity or water data provided.
 - <http://www.ladwp.com/ladwp/faces/ladwp/commercial/c-gogreen/c-gg-bewb>
- Contact SoCalGas with questions regarding status of gas data requests, or issues with gas data provided.
 - <http://www.socalgas.com/for-your-business/energy-savings/benchmarking>