



# EBEWE COMPLIANCE INSTRUCTIONS FOR 2018



## EXISTING BUILDINGS ENERGY & WATER EFFICIENCY PROGRAM

(Rev 05/02/2019)

*This document provides instructions for complying with the 2018 Existing Building and Water Efficiency (EBEWE) Program as mandated by Los Angeles Municipal Code Division 97, Article 1, Chapter IX.*

### ● Instructions for Complying with the EBEWE Ordinance for Benchmark Year 2018

Please be aware that EBEWE requirements must be completed annually. **To be deemed in compliance with 2018, you must complete all of the following 3 steps**, even if you completed them for 2016 and/or 2017:

**Step 1.** Create an LADBS account at: <https://www.ladbservices2.lacity.org/OnlineServices/Login/Register>.

**Step 2.** Register your building with LADBS, which includes paying the registration fees.

**Step 3.** Submit the Benchmarking Report for your building using Portfolio Manager® to LADBS as follows:

- a. Create a Portfolio Manager® account at <https://portfoliomanager.energystar.gov/pm/login>.
- b. Benchmark the building in Portfolio Manager® for calendar year 2018.
- c. Add the **LA City Building ID** to your report (not the same as the Property ID in Energy Star Portfolio Manager) and the Building Zip Code as it appears on your Notice to Comply.
- d. Send benchmarking data to LADBS using the following link: [www.ladbs.org/benchmarking2018](http://www.ladbs.org/benchmarking2018).

*Note: The steps outlined above are listed in the most common sequence, but can be done in another order that is more convenient for you as long as all of them have been completed.*

### ● For more details on complying with the Ordinance, please see the following:

1. Guide to Adding Building ID(s) and Sending Reports in Portfolio Manager found at <http://www.ladbs.org/docs/default-source/forms/green-building-2018/ebewe-how-to-send-benchmark-to-ladbs-guide.pdf>.
2. To obtain total electric energy and water consumption for the whole building, contact the LA Department of Water and Power (LADWP) at 1-800-DIAL-DWP (342-5397) or visit <https://www.ladwp.com/BuildingBenchmarking>.
3. For EBEWE Compliance Instructions and Scope for 2018, visit <http://ladbs.org/docs/default-source/forms/EBEWEScopeandInstructions2018.pdf>.

### ● To review the status of your compliance, login to your LADBS account at <http://www.ladbs.org/EBEWeregistration>.

### ● For questions regarding the EBEWE Program, contact the following:

- **LADBS** for questions related to your Building ID, notification letters, deadlines, registration (including revising contact information), payment of fees/fines, and non-compliance notices via email [ladbs.ebewe@lacity.org](mailto:ladbs.ebewe@lacity.org) or call (213) 482-0476. Also, visit [www.ladbs.org/ebewe](http://www.ladbs.org/ebewe).
- **LA Energy and Water Efficiency Resource Center** for questions to related to benchmarking at <http://www.betterbuildingsla.com/contact>.
- **LADWP** for questions regarding status of electricity and water data requests, or issues with electricity or water data provided at <https://www.ladwp.com/BuildingBenchmarking>.
- **SoCalGas** for questions regarding status of gas data requests, or issues with gas data provided at <http://www.socalgas.com/for-your-business/energy-savings/benchmarking>.

### ● For Portfolio Manager training, including upcoming and previous webinars related to using Portfolio Manager, visit <https://esbuildings.webex.com/mw3300/mywebex/default.do?siteurl=esbuildings>.



# EBEWE Scope



## EXISTING BUILDINGS ENERGY & WATER EFFICIENCY PROGRAM

(Rev 12/17/2018)

***NOTE Item 4 corrected: Struck out text was deleted and underlined text was added.***

*This document provides an explanation of the buildings covered (scope) Los Angeles Municipal Code (LAMC) Division 97, Article 1, Chapter IX. and the Exceptions related to submitting Benchmark Reports. For the full definition of the EBEWE Program, refer to LAMC.*

The EBEWE Program applies to buildings in the City of Los Angeles that meet one of the following criteria:

1. For buildings owned by the City with gross floor area of 7,500 square feet or more, the owner must complete and submit the initial benchmarking report on or before December 1, 2017, and annually no later than June 1<sup>st</sup> thereafter.
2. For a privately owned building or a building owned by a local agency of the State with gross floor area of 100,000 square feet or more, the owner must complete and submit the initial benchmarking report on or before December 1, 2017, and annually no later than June 1<sup>st</sup> thereafter.
3. For a privately owned building or a building owned by a local agency of the State with gross floor area of 50,000 square feet or more but less than 100,000 square feet, the owner must complete and submit the initial benchmarking report on or before June 1, 2018, and annually no later than June 1<sup>st</sup> thereafter.
4. For a privately owned building or a building owned by a local agency of the State with gross floor area ~~greater than of~~ 20,000 square feet or more but less than 50,000 square feet, the owner must complete and submit the initial benchmarking report on or before June 1, 2019, and annually no later than June 1<sup>st</sup> thereafter.

**EXCEPTION #1:** This ordinance shall not apply to one and two family dwellings and related accessory structures; residential hotels as defined by the California Health and Safety Code Section 50519; broadcast antennas; vehicle charging stations; utility pumping stations; treatment facilities; sound stages; structures primarily used for the production and post-production of motion pictures and television, and similar uses; and other buildings not meeting the purpose of this ordinance, as determined by the Department of Building and Safety.

**EXCEPTION #2:** The owner of a building subject to this ordinance shall not be required to file a benchmarking report for a reporting year if any of the following conditions apply:

- a. The building did not have a Certificate of Occupancy or Temporary Certificate of Occupancy for the entire calendar year required to be benchmarked;
- b. The entire building was not occupied, due to renovation, for the entire calendar year required to be benchmarked;
- c. The demolition permit for the entire building has been issued and demolition work has commenced on or before the date the benchmarking report is due for that calendar year;
- d. The building did not receive energy or water services for the entire calendar year required to be benchmarked.

If you believe your building does not fall within the scope of the ordinance, or if the building meets one of the above exceptions, contact LADBS at (213) 482-0476 or email [ladbs.ebewe@lacity.org](mailto:ladbs.ebewe@lacity.org) for a determination.

For more information regarding compliance with this ordinance, including a link to the full document signed by City Council, please visit [www.ladbs.org/ebewe](http://www.ladbs.org/ebewe).