



EBEWE Benchmarking FAQs



EXISTING BUILDINGS ENERGY & WATER EFFICIENCY PROGRAM

Last Updated 02/28/2023

Introduction

The Existing Buildings Energy and Water Efficiency (EBEWE) Program was established by Los Angeles Municipal Code (LAMC) Division 97, Article 1, Chapter IX, Ordinance No. 184674 (effective 11/22/2017). The Program is referred to in these FAQs as the EBEWE Ordinance and is under the purview of the Los Angeles Department of Building and Safety referred to as "LADBS". The requirements of the EBEWE program are basically divided into two Phases: I. Benchmarking requirements and II. Audits and Retro-Commissioning requirements (A/RCx). These FAQs are related to Benchmarking (Phase I) while FAQs related to A/RCx (Phase II) are available [here](#).

Los Angeles Building Code (LABC) vs LAMC American Legal Publishing-Online Library

The Los Angeles Municipal Code (LAMC) uses the format "91.97.XXX" and, for the EBEWE Program, the terminology "Chapter 91" and "Division 97" are used throughout the document. These references can be found using the American Legal Publishing-Online Library, but are not found in the Los Angeles Building Code (LABC). The word "Division" in the past was used both in the LAMC and LABC, but many years ago the LABC began using the word "Chapter" and instead of "Division." So, the appropriate LABC reference is "Chapter 97 of the Los Angeles Building Code," as the words "Los Angeles Building Code" imply "Chapter 91 of the Los Angeles Municipal code."

Questions may be submitted to ladbs.EBEWE@lacity.org

Please begin your subject line with "EBEWE Benchmark Question". You will receive a response and, if your question is considered to be commonly asked, it may be added to these FAQs.

1. *How are the deadlines for Benchmark Year 2019 and beyond affected by the suspension of deadlines due to the COVID pandemic?*

Mayor Karen Bass issued Executive Directive 1 (ED 1), "Expedition of Permits and Clearances for Temporary Shelters and Affordable Housing Types", on December 16, 2022. Item 8 of ED 1 stated in part the following with regards to tolling deadlines:

"Effective February 28, 2023, in accordance with the end of the State of California COVID-19 emergency, I hereby rescind the Public Order Under City of Los Angeles Emergency Authority issued on January 28, 2022 (January 28, 2022 Order)."

The January 28, 2022 Order is an amended version of the Mayor Garcetti Emergency Order that was originally issued March 21, 2020 and was referenced in all of LADBS' EBEWE related tolling notices. Based on Mayor Bass' ED1, tolling of the following Benchmark Program Year and A/RCx Compliance Year deadlines will be terminated on February 28, 2023:

- Benchmark Program Years 2019, 2020, and 2021.
- A/RCx Compliance Years 2021 for Building IDs ending in 0 or 1 and 2022 for Building IDs ending in 2 or 3.

Upon termination of the tolling (suspension) of the above deadlines or soon thereafter, Notices to Comply will be reissued to building owners that have not yet complied with those deadlines. The Notices provide 6 months from the date of the Notice for building owners to comply.

2. *What is a benchmarking report?*

A report, generated by Energy Star® Portfolio Manager, summarizing the annual energy and water usage of a building.

3. *What software tool is used for benchmarking and reporting?*

The software required for benchmarking and reporting is Energy Star® Portfolio Manager (ESPM) which is a free, online tool created and maintained by the Environmental Protection Agency (EPA).

4. *What information will be publicly disclosed through the Ordinance?*

The EBEWE Ordinance requires that the following information be made available to the public on Internet:

- (a) Summary statistics on overall compliance
- (b) Summary statistics on overall energy and water consumption of buildings subject to the EBEWE Ordinance derived from aggregation of annual benchmarking reports; and
- (c) Building address and property use type;
- (d) The Energy Star® Portfolio Manager Energy Star score for the building, where available;
- (e) The weather-normalized site and source energy use intensity (EUI) per unit area per year (kBtu per square foot per year) for the building;
- (f) The site and source energy use intensity (EUI) per unit area per year (kBtu per square foot per year) for the building;
- (g) The annual carbon dioxide equivalent emissions due to energy use for the building as estimated by Energy Star® Portfolio Manager;
- (h) Indoor water use, indoor water intensity, outdoor water use (when available), and total water use; and
- (i) The status of compliance with the requirements of the EBEWE ordinance.

5. *I cannot log into Energy Star Portfolio Manager, and the “forgot password” link is not working. What should I do?*

Portfolio Manager is not an LADBS system. Make sure you are not using the password that you created for your LADBS account. Also make sure you are using the correct Forgot Password link for Portfolio Manager: portfoliomanager.energystar.gov/pm/account/help/password.

You will also be able to check if you have an account/retrieve your username by using this Retrieve Username link for Portfolio Manager: portfoliomanager.energystar.gov/pm/account/help/username.

6. *What is a Property ID?*

The Property ID assigned by Portfolio Manager is different from the Building ID assigned by LADBS. The Property ID can be found in your Energy Star Portfolio Manager account under your property's name and address in the top navigation bar. The Property ID is used to request data from SoCalGas.

7. *What is a Los Angeles Building ID and why is it important?*

LADBS assigns each building in Los Angeles a unique identifier called Building ID. For the EBEWE Program, it is needed to register the building in LADBS' EBEWE system and to identify buildings in the Energy Star Portfolio Manager (ESPM) system.

Building IDs are provided to the owner of the buildings covered under the scope of the EBEWE Ordinance in Notices to Comply and Non-Compliance Invoices sent by LADBS.

You may also find the Building ID for your building in LADBS' Building Information Online system (BIO). Please refer to the guide posted under the "Find your Building in BIO (Building Info Online)" tile at ladbs.org/ebewe/ebewe-benchmarking-process-and-information.

8. *My building or building site has multiple Building IDs. Which one should I use in Energy Star Portfolio Manager?*

Please contact us at ladbs.ebewe@lacity.org (include the Building Address and the IDs).

9. *How often do I need to benchmark my building?*

Buildings that are subject to the EBEWE Ordinance must be benchmarked by June 1st every year for the preceding calendar year. For example, the benchmark report due by June 1, 2019 covers the energy and water usage for calendar year 2018 (January through December).

10. *Are there penalties for having high water or energy usage?*

There are no penalties in the EBEWE Ordinance for water and energy usage. However, building owners are strongly encouraged to maintain buildings that are water and energy efficient which will in turn lower operating costs and contribute to a more sustainable environment.

11. *What utilities do I need to report?*

The following utilities need to be reported, based on the total consumed by the whole building for the entire calendar year being reported:

- Indoor and outdoor water usage
- Electrical usage
- Natural gas usage (if you have a gas meter)
- Energy generated by solar panels (which is not part of an electrical bill) must also be reported

Note: Unless you already receive data automatically uploaded by the Los Angeles Department of Water and Power (LADWP), it is strongly suggested that you **request utility data by MARCH 1ST** following the year to be benchmarked (e.g., request LADWP data by 3/1/2023 to benchmark 2022 data).

12. *How do I obtain the whole-building usage data?*

LADWP and SCG can provide the building's aggregated usage data upon enrolling in each utility company's Web Service. Once enrollment process is completed, usage data will be automatically uploaded.

For more detailed instructions, Please refer to Sections 4 (LADWP) and 5 (SoCalGas) of the Benchmarking Guide: betterbuildingsla.com/images/content/Los_Angeles_Benchmarking_Guide.pdf.

It is strongly suggested that you **request utility data by MARCH 1ST** following the year to be benchmarked

13. *I need to benchmark 2018, does LADWP and SCG provide historical data?*

LADWP can provide **up to five years** of historical data. If you complete the web service enrollment process on 2/16/2023, you will receive the building’s aggregated electric and water usage data starting from 01/01/2018.

SCG can provide **up to two years** of historical data. If you complete the web service enrollment process on 2/16/2023, you will receive the building’s aggregated gas usage data starting from 01/01/2021.

14. *My building is “off the grid”. Do I need to benchmark it?*

To be considered “off the grid”, the building cannot be connected to any meters. You must request an exemption from the benchmark requirement and provide supporting documentation to LADBS at ladbs.ebewe@lacity.org.

15. *My tenants pay their own utilities. Do I still need to benchmark the building?*

Yes. If your tenants pay their own utilities, you can request the necessary information from your utility companies. See FAQ #12 for more details.

16. *I have less than 5 tenants with individual meters. One tenant refuses to sign a consent form required by LADWP. LADWP will not release the water usage. How can I still comply?*

In lieu of the Tenant Consent form, the requestor may provide a copy of the building owner’s lease with the tenant that includes a term granting the owner permission to access the tenant’s utility usage information.

If the lease is also unavailable, then for this specific case, you may estimate the water and electrical usage by comparing the benchmarked building with other similar buildings to the best of your ability.

17. *The building is a condominium. Who is required to benchmark it?*

The condo homeowner’s association can benchmark the building and submit the report to LADBS.

18. *I bought the building during the last two months of the last benchmark year. Do I still have to benchmark it for the full year? How do I get the utility data for the time that I didn’t own the building?*

Yes, you must benchmark it for the full year. Request the full-year data from LADWP or SoCalGas (see FAQ #12) and they will supply the data as requested, including for the months prior to you taking ownership.

19. *An existing building was occupied for only a few months during the calendar year to be benchmarked. How do I benchmark it for 12 months?*

For this specific case, prorate the usage by taking a monthly average of the number of months for which you have data. Then use that data to estimate the remaining months for the year.

20. *Do I have to benchmark my new building?*

Yes, if your new building is 20,000 square feet or more. LADBS will assign it an LADBS Building ID and send you a Notice to Comply. You are required to register, pay registration fees, and benchmark your building every year according to the schedule defined in the EBEWE Ordinance (see Division 97, Article 1, Chapter IX of the LAMC).

Please refer to the guide posted under the “How to Comply with Benchmarking” tile at ladbs.org/ebewe/ebewe-benchmarking-process-and-information. If you did not receive a Notice to Comply and/or were not able to find your LADBS Building ID (see FAQ #7) contact us at ladbs.ebewe@lacity.org.

21. *The building was not occupied at all for the entire year to be benchmarked. What should I do?*

We do not grant benchmark exemption to buildings just for being vacant or unoccupied. One of the following conditions must apply:

1. The building **did not have a Certificate of Occupancy or Temporary Certificate of Occupancy** for the entire calendar year required to be benchmarked;
2. The entire building was not occupied, **due to renovation**, for the entire calendar year required to be benchmarked;
3. 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;
4. The building **did not receive energy or water services** for the entire calendar year required to be benchmarked

Submit your request for benchmark exemption together with your supporting documents (CofO, Building Permit, Demolition Permit, LADWP Bills, etc.) to ladbs.ebewe@lacity.org

22. *Can I submit my report with less than 12 months of data and estimate the missing months so that I can comply early?*

No, your report must contain all 12 months of usage for the program year you are benchmarking. There are a couple of cases where it is necessary to estimate the usage such as “One tenant refuses to sign a consent form required by LADWP “ and “An existing building was occupied for only a few months during the calendar year to be benchmarked”. Those cases are covered elsewhere in these FAQs.

23. *Do I need an LADBS user account for each building?*

No. You can associate multiple buildings with one (1) LADBS user account.

24. *I have multiple buildings in one LADBS account. Do I need to pay a registration fee for each building?*

Yes, because registration fees are tied to each building, not to each LADBS user account. Additionally, registration is an annual requirement that ties the payment of the annual benchmark fee and report to a building for the specified calendar year.

25. *We do not own the building at the address on the EBEWE letter. What should I do?*

Send an email to ladbs.ebewe@lacity.org explaining the situation and include your contact information (phone and hours of availability) – we will contact you and update our records accordingly.

26. *My building is a parking garage. Do I still need to benchmark it?*

Yes. Parking garages are not exempt from the EBEWE Ordinance and use energy for lighting and elevators, and water for bathrooms.

27. *My building and separate parking structure each have a different Building ID. Which ID do I use to register and file the benchmark report?*

Each building, that meets the square footage requirements in the EBEWE Ordinance, needs to be benchmarked separately, using its own Building ID (see instructions for obtaining the Building ID in FAQ #7).

28. How do I benchmark if I have multiple buildings sharing a meter?

In Portfolio Manager, there is a feature called “Campus.” When you set up your property address, indicate that you have multiple buildings. Later in the process, you must specify a building ID for each building on the “Campus.” You must also calculate the water and energy usage for each building based on your best estimate of what each building uses. The following screen shots (A thru D – look for red arrows) of a fictitious campus illustrates the need for entering the Building ID (LADBS-assigned ID) and estimated usage data:

A. Campus (e.g., parent/child structure) – the following screen shows that there are 3 child buildings:

The screenshot displays the Portfolio Manager interface for 'Figueroa Apts'. The top navigation bar includes 'MyPortfolio', 'Sharing', 'Reporting', and 'Recognition'. The main header shows the property name 'Figueroa Apts', address '201 N FIGUEROA ST, Los Angeles, CA 90012', and other details like 'Portfolio Manager Property ID: 6787989' and 'Year Built: 2000'. A 'Weather Normalized Source EUI (kBtu/ft²)' widget shows 'Current: N/A' and 'Baseline: N/A'. Below this, a 'Metrics Summary' table lists various metrics, all of which are 'Not Available'. A 'Check for Possible Data Errors' section is also present. At the bottom, the 'Individual Buildings on this Property (3)' section shows a table with three buildings: North, South, and West, all identified as 'Multifamily Housing' with a 'Gross Floor Area' of 33000 Sq. Ft. A red arrow points to the 'Name' column of this table.

Metric	Not Available (Energy Baseline)	Not Available (Energy Current)	Change
ENERGY STAR Score (1-100)	Not Available	Not Available	N/A
Source EUI (kBtu/ft²)	Not Available	Not Available	N/A
Site EUI (kBtu/ft²)	Not Available	Not Available	N/A
Energy Cost (\$)	Not Available	Not Available	N/A
Total GHG Emissions Intensity (kgCO ₂ e/ft²)	Not Available	Not Available	N/A
Water Use (All Water Sources) (kgal)	Not Available	Not Available	N/A
Total Waste (Disposed and Diverted) (Tons)	Not Available	Not Available	N/A

Name	Use	Gross Floor Area	Action
North	Multifamily Housing	33000 Sq. Ft.	I want to... ▼
South	Multifamily Housing	33000 Sq. Ft.	I want to... ▼
West	Multifamily Housing	33000 Sq. Ft.	I want to... ▼

B. Enter data for each building. Note that each building needs its own meters and entering data into the parent (initially entered building) does not automatically prorate the usage data into the other (child) building(s).

MyPortfolio | Sharing | Reporting | Recognition

Congratulations! Any water meters you selected have been successfully associated to your property(ies).

Change Metric

North

201 N FIGUEROA ST, Los Angeles, CA 90012 | [Map It](#)
Portfolio Manager Property ID: 6788000
Year Built: 2000 | Parent Property: [Figueroa Apts](#)
[Edit](#)

Not eligible to apply for ENERGY STAR Certification

ENERGY STAR Score (1-100)
Current Score: 1
Baseline Score: 1

Summary | Details | **Energy** | Water | Waste & Materials | Goals | Design

Meter Summary

1 Energy Meters Total
1 - Used to Compute Metrics

[Add A Meter](#)

Current Energy Date
Dec 31, 2018

[Enter Your Bills](#)

Your utility, Los Angeles Department of Water & Power, may be able to send energy data directly to this building record, using Portfolio Manager web services. [Click here](#) for additional information and to see if this option is right for you. If this is what you would like to do, you can [connect](#) with Los Angeles Department of Water & Power to get the process started.

[Remind me Later](#) [Don't show me this again](#)

Energy Use by Calendar Month (Not Weather Normalized)

Month	Site Energy (kBtu)
Dec '17	1580
Jan '18	1580
Feb '18	1420
Mar '18	1580
Apr '18	1530
May '18	1580
Jun '18	1530
Jul '18	1580
Aug '18	1580
Sep '18	1530
Oct '18	1580
Nov '18	1530
Dec '18	1580

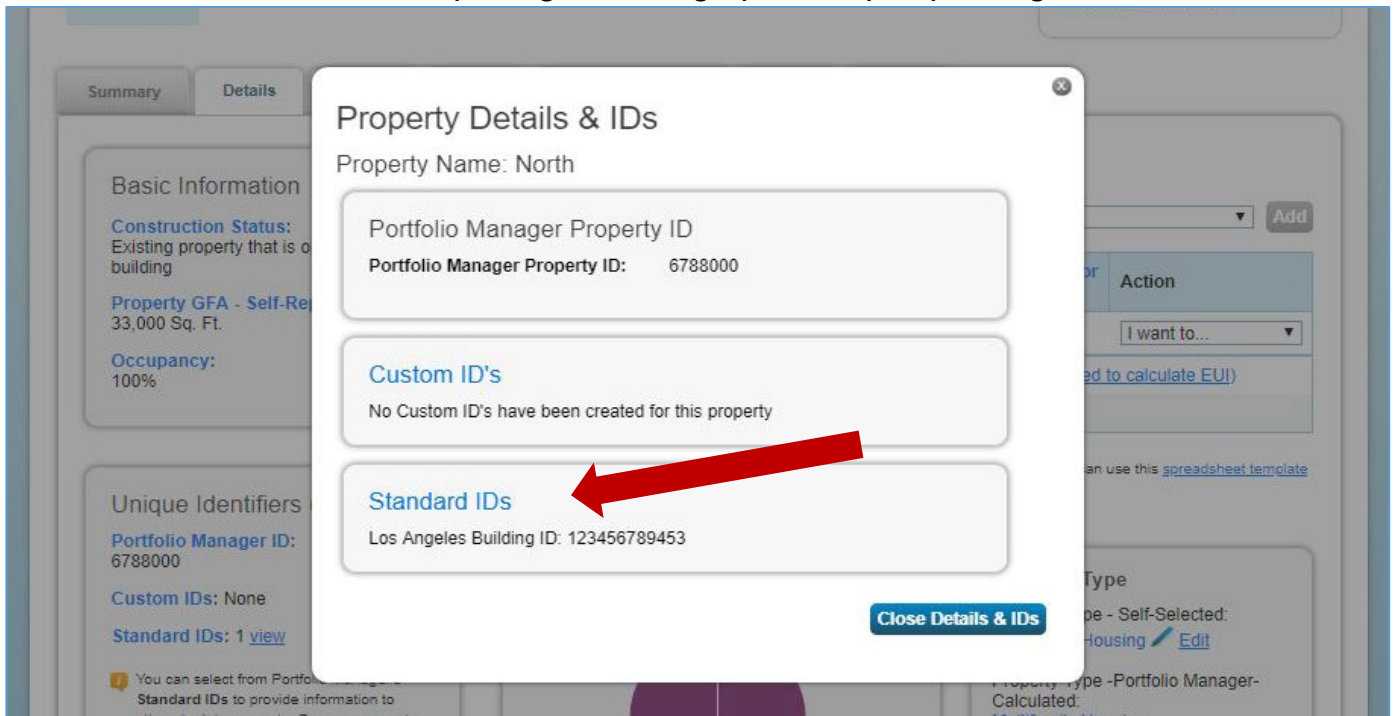
Electric - Grid

[Export Data by Calendar Month](#)

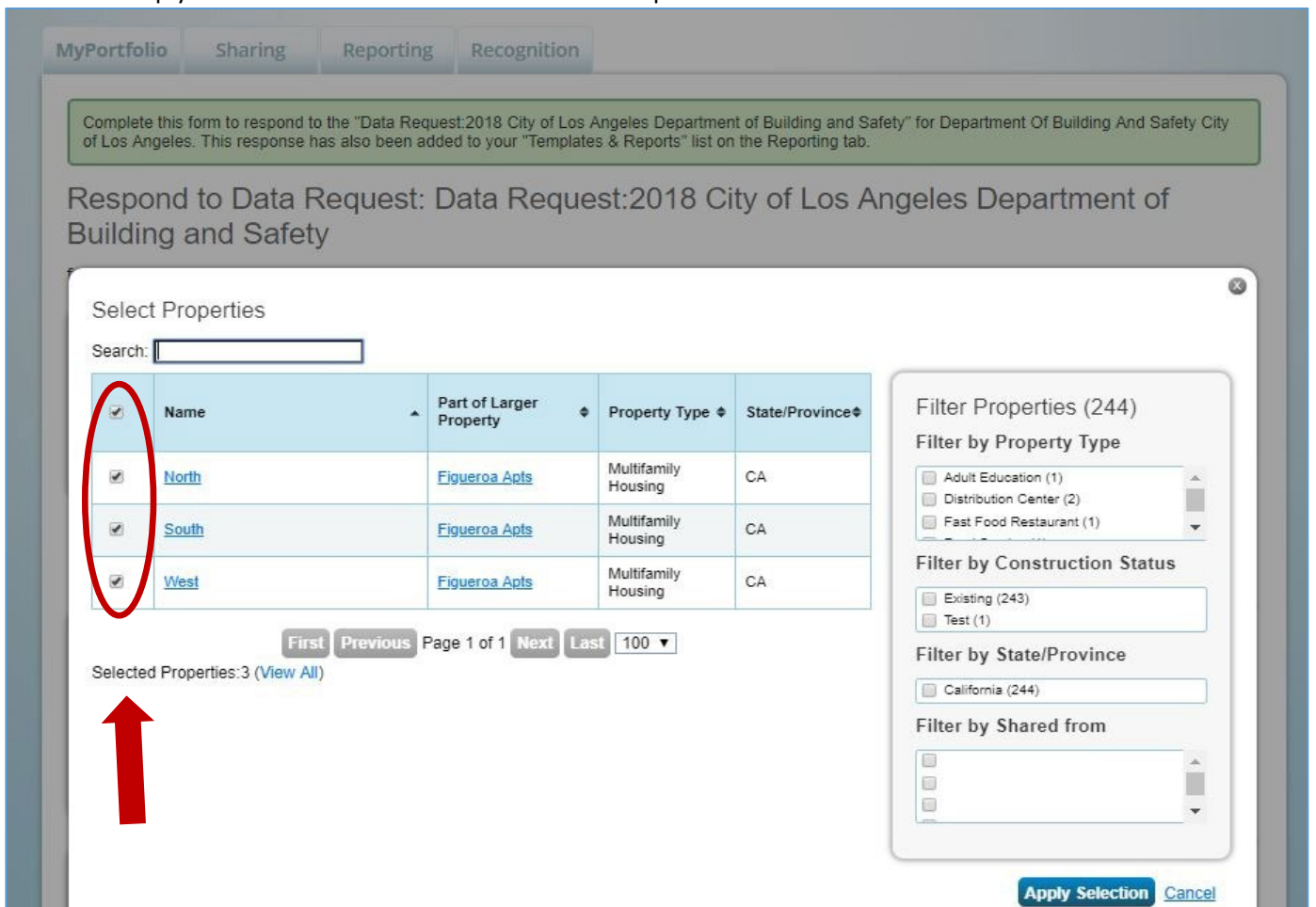
Four Ways to Enter Bill Data

1. Manually
2. Use our [simple spreadsheet](#) (one meter) to upload or Copy/Paste
3. Use our [complex spreadsheet](#) (multiple meters + multiple properties)
4. [Find an organization](#) to electronically enter your data into Portfolio Manager

C. Make sure to enter a Standard ID (Los Angeles Building ID) for each (child) building:



D. Submit the reports - The parent property does not need to be selected: however, each child property that needs to comply must be selected to be included in the report.



29. *The building is less than 20,000 square feet and I received a Notice to Comply with the EBEWE Ordinance. What should I do?*

Contact us at ladbs.ebewe@lacity.org, and we will look into why you received the notice. Please include documents that show the correct gross floor area (e.g. an LADBS-issued Certificate of Occupancy, County Tax Assessor record, Architect/Engineer appraisal).

30. *Does my building square footage include parking areas?*

The square footage (sf) of the parking area is included if it is physically part of the building. Standalone parking structures that meet the sf requirements of the EBEWE Ordinance must be benchmarked separately using a Building ID assigned by LADBS specifically to the parking structure. Open parking lots are not included in the sf of a building.

31. *How should I classify my property or building type?*

Choose from the Portfolio Manager list of property use types. Property use types have varying requirements (e.g., the use must be 50% or more of gross floor area). Refer to energystar.gov/buildings/benchmark/understand_metrics/property_types for further information. Buildings that contain a variety of commercial and/or residential uses where no individual use accounts for more than 50% of the property are considered “mixed-use properties.” Note that if more than 10% of a building’s gross floor area is vacant, the vacant square footage should be described as a distinct space type.

32. *How do I know if I have successfully submitted the report, and have complied with the Ordinance?*

Customers receive an email “receipt” from Energy Star once their report is submitted to LADBS. To confirm that LADBS has received your benchmarking report submission, please check your status by signing onto your LADBS account at ladbsservices2.lacity.org/ebewe and selecting “Register for Benchmarking” and scrolling to the bottom of the page. See FAQ # 42 for other ways to check your benchmark compliance status

33. *What should I do -- I received an Energy Star Portfolio Manager (ESPM) Receipt after submitting my report, but my building still shows that it is not in compliance?*

An ESPM receipt does not confirm compliance with the City’s requirements. Make sure you have completed all of the steps required by the City:

- 1) The building was registered with LADBS;
- 2) The annual registration fees were paid for the correct benchmark year, and
- 3) A report has been submitted to LADBS using ESPM for the appropriate calendar year.

If you have confirmed that these 3 items have been done and your building doesn’t appear in compliance according to LADBS, check the Excel file attached to your ESPM Receipt for the following:

- the column “Postal Code” must have a zip code that matches Box 1 of your official Notice to Comply (NTC); and
- the column “Los Angeles Building ID” must have the Building ID in Box 2 of your official NTC.

If you have confirmed that both of these items are correct, please contact us at ladbs.ebewe@lacity.org and we will investigate further.

34. *How can I get help with benchmarking my building? Are there agencies or companies that help?*

Once you've set up your property in Portfolio Manager (refer to Sections 2-3 of the Benchmarking Guide: [betterbuildingsla.com/ images/content/Los Angeles Benchmarking Guide.pdf](https://betterbuildingsla.com/images/content/Los_Angeles_Benchmarking_Guide.pdf)), LA Better Buildings Challenge (LABBC) is available to troubleshoot issues and review your property. You can request this support by completing the form at betterbuildingsla.com/contact.

LABBC also maintains a list of companies for hire that provide benchmarking services at: betterbuildingsla.com/resources/find-a-service-provider. **Please note that LADBS does not endorse any service providers.**

35. *The building will be demolished or has already been demolished. Am I still required to comply? What do I need to submit?*

The building will not be required to comply if its demolition permit has been issued and the demolition work has started before the benchmark deadline. The building will be removed from the compliance list after the demolition permit has been signed off (finalized). If you want to proactively notify us that the building has been demolished, please email at ladbs.ebewe@lacity.org and include a copy of the demolition permit.

36. *My building is leased to a company for Sound Stage/Production/Post-Production use. How can I apply for an exemption?*

Send us an email at ladbs.ebewe@lacity.org, include the lease agreement that shows the building is being used as a Sound Stage/Production/Post Production and we will review them for exemption. Please note that exemptions must be requested on a yearly basis prior to the compliance due date. Allow at least 30 days prior to the due date to request this type of exemption.

37. *Can I mail in a check for the Registration Payment? Where can I mail in a check?*

Generate the invoice from the registration website (by selecting the **Print and Pay in Person** option on the cart screen), include a check made out to CITY OF LOS ANGELES and mail it to the following mailing address:

LA Dept of Building & Safety
Financial Services Div
201 N. Figueroa St, 7th Floor
Los Angeles, CA 90012

38. *I received a Notice to Comply but I am unable to send the benchmark report. The provided submission link does not work. How can I submit my Benchmark report?*

We send out the Notices to Comply every December 1st of the Program Year; however, the actual usage data for December may not be available from the utility companies until about the second or third week of February of the following year. LADBS provides an updated submission link by the end of January each year. To prevent submissions that contain incomplete and/or inaccurate benchmark data, please wait until the full year of usage data has been provided by the utility companies.

39. What are the reporting requirements for healthcare facilities registered/licensed by the Department of Health Care Access and Information (HCAI), formerly the Office of Statewide Health Planning and Development (OSHPD)?

Please visit hcai.ca.gov/facility-finder/ on the HCAI website for your facility's information. Then, review Health and Safety Code 129851, Section 7-103 Jurisdiction. If your building is not covered by the City of Los Angeles EBEWE [Ordinance](#), then proceed as follows to **request an exemption related to HCAI Jurisdiction**. Send an email to ladbs.ebewe@lacity.org and include the following information:

- a. **Subject Line:** HCAI Exemption Request - LADBS Building ID: XXXXXXXX
- b. **Body:**
 - 1) LADBS Building ID: (as listed on the compliance notice)
 - 2) LADBS Building Address: (as listed on the compliance notice)
 - 3) Request Type: HCAI Exemption Request
 - 4) OSHPD/HCAI ID: XXXXXXXX
 - 5) HCAI Facility Name and License Number: Example Medical Center_XXXXX
 - 6) HCAI Building Number: BLD-XXXXX
 - 7) Additional Information: Explain your reason for exemption, and provide supporting information for your claim.

Keep in mind, if the building is **50,000 sq ft or more**, it is required to comply (submit a benchmark report) under AB802 directly to California Energy Commission (CEC). Please contact the CEC directly through Benchmarking@energy.ca.gov or call 855-279-6460 or visit their website at energy.ca.gov/programs-and-topics/programs/building-energy-benchmarking-program for more information.

40. What are the penalties associated with failing to complete benchmarking?

SEC. 91.9712 of the EBEWE ordinance puts the non-compliance fee at \$202. This fee may be subject to Late fees, Collection fees and interest as defined in LAMC SEC. 98.0411.

Please note that payment of the non-compliance fee does not result in Compliance. The building will remain out of compliance with the City of Los Angeles and, as with any Los Angeles Municipal Code violation, will be subject to further legal action. Additionally, the status of each building (Complied or Not Complied) is posted publicly and, in the future, may be recorded on the property as an open violation.

41. SCG can only provide up to 2 years of historical data, can I estimate gas usage for the years SCG cannot provide?

For this specific case, you may estimate the gas usage using the provided historical data as basis to the best of your ability.

42. Where can I check a building's compliance status?

You can confirm a building compliance status using the following websites:

- You can view the overall benchmark compliance status of a building ID at ladbsservices2.lacity.org/EBEWCompliance/.
- You can view the detailed benchmark compliance status of a building ID by logging into the account used to register the building ID at ladbsservices2.lacity.org/ebewe, selecting "Register for Benchmarking" and scrolling to the bottom of the page.
- You can view the publicly disclosed information for a building ID at data.lacity.org/ (search Data Catalog by "EBEWE").