SEATTLE
energy
benchmarking

STEP 1

Getting Started

Letter (left panel)

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

ACTION REQUIRED: CITY ORDINANCE NOTIFICATION
CITY OF SEATTLE – Facilities and Administrative Services
700 5TH AVE
SEATTLE, WA 98104

February 10, 2025

FREE TECHNICAL ASSISTANCE
Benchmarking Help Desk
206-727-8484
energybenchmarking@seattle.gov

Virtual help available by appointment

RE: ANNUAL BENCHMARKING REQUIREMENT

Dear Building Owner / Manager:

This is an official notice to inform you that the newly constructed or renovated building listed below is now required to annually report building energy and emissions performance (benchmark) per Seattle Municipal Code Chapter 22.920. **A full year of accurate 2024 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 2024 reported to the City of Seattle by June 1, 2025,** 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: 347
Building Description: Seattle Municipal Tower
Building Address: 700 5th Ave
Name of Building Owner: City of Seattle*

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 many 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, 2025, deadline.** Fines for non-compliance will be imposed 90 days after

Review Benchmarking Letter

Confirm the accuracy of the information provided about the building on the letter sent by the City of Seattle. This includes:

- Building size
- Building address
- Year built
- Building owner or property manager

To correct errors or provide updated contact information, please contact the Benchmarking Help Desk at energybenchmarking@seattle.gov.

Already benchmarking? *If you currently benchmark your building for the City of Seattle using Portfolio Manager, follow the steps on the Annual Update Checklist.*

Prefer to use an outside service provider? *Visit Building Potential for a list of vendors.*

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BUILDING DETAILS

- ☐ Addresses for each property
- ☐ Seattle OSE Building ID
- ☐ List of all fuels serving building
- ☐ List of all meters
- ☐ Property use(s) + SF for each
- ☐ Green Power characteristics
- ☐ Electric vehicle parking

Begin Collecting Data

Obtain the following details about the building's use:

- The primary use of the building. For example: multifamily, office, warehouse, etc.

- The gross floor area of the building, not including parking area.

- The floor area of parking that is metered with other building uses. For example: a garage with lights and ventilation that is connected to the "house" meter, which may also serve common areas in the building and property.

- The floor area and types of all other uses of the building. For example: a multifamily building might have ground floor retail shop(s).

For detailed instructions Watch [Property Use Data Collection](#) and [Energy Meter Data Collection](#)

*Information about what energy utilities are used for **both** the common area and tenant spaces.*

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