

**Under limited circumstances**, building owners may apply for a one-year extension or qualify for a waiver from a tune-up cycle.

While fulfillment of the Building Tune-Ups mandate is our priority, we recognize that some building owners may face existing barriers to compliance. The table below outlines the acceptable reasons to request extensions or waivers in order to achieve compliance at a later date.

Building owners must submit an extension or waiver request through the [Seattle Services Portal](#), along with required documentation (as specified), no later than 180 days prior to the building's tune-up compliance date (see *schedule on next page*).

EXTENSION OPTIONS	
<b>CHANGE OF OWNERSHIP</b>	<ul style="list-style-type: none"> <li>• Owners of buildings having a date of purchase within one year prior to or on the exact date of the compliance deadline (October 1st) may apply for a one-year deadline extension.</li> <li>• Extension requests may be accepted up to the compliance date if change of ownership occurs within 180 days of the compliance deadline.</li> </ul>
<b>LOW OCCUPANCY RATE</b>	<ul style="list-style-type: none"> <li>• Buildings with less than 50% occupancy in nonresidential spaces during a consecutive six-month period within the twelve months preceding the compliance date.</li> <li>• If the building continues to have less than 50% occupancy at the end of the extension period, an additional one-year extension may be requested.</li> <li>• Buildings with 50,000 SF or more of leased nonresidential space are not eligible.</li> </ul>
<b>EXISTING MECHANICAL IMPROVEMENTS</b>	<ul style="list-style-type: none"> <li>• Buildings where permitted mechanical improvements are underway, which must be complete before a tune-up can reasonably occur.</li> </ul>
<b>EUI REDUCTION IN PROGRESS</b>	<ul style="list-style-type: none"> <li>• If pursuing alternative compliance through the reduced Energy Use Intensity (EUI) pathway, which requires demonstrating 15% building energy savings, an owner may request an extension to allow time to demonstrate twelve months of post-implementation reduction in the building's site EUI.</li> <li>• The building owner must submit evidence that the activity projected to reduce the building's EUI has been completed within the last year. An extension for this purpose may only be granted once.</li> </ul>

WAIVER OPTIONS	
<b>DEMOLITION</b>	<ul style="list-style-type: none"> <li>• Buildings scheduled to be demolished within three years of the tune-up compliance date.</li> <li>• Demolition or deconstruction permit must be active, or issued no more than two years prior to the tune-up compliance date.</li> </ul>
<b>MAJOR RENOVATION (SUBSTANTIAL ALTERATION)</b>	<ul style="list-style-type: none"> <li>• Buildings undergoing, or scheduled for, a major renovation that meets SDCI's definition of a "substantial alteration" within one year of the tune-up compliance date.</li> <li>• Construction permit indicating "substantial alteration" must be active, or issued no more than two years prior to the tune-up compliance date.</li> <li>• For more information on what defines a "substantial alteration", see <a href="#">SEBC Section 307.1.1</a> or <a href="#">SDCI's Tip 314</a>.</li> </ul>
<b>FINANCIAL DISTRESS</b>	<p>Evidence of severe financial distress, including:</p> <ul style="list-style-type: none"> <li>• Building is the subject of a tax lien sale or public auction due to property tax arrearages,</li> <li>• Building is controlled by court appointed receiver, or</li> <li>• Building has been acquired by a deed in lieu of foreclosure.</li> </ul>

## SECOND TUNE-UP CYCLE

*Ongoing, every five years*

BUILDING SIZE*	WAIVER AND EXTENSION DUE DATE	TUNE-UP SUMMARY REPORT DUE DATE
200,000+ SF	April 1, 2023	October 1, 2023
100,000-199,999 SF	April 1, 2024	October 1, 2024
70,000-99,999 SF	April 1, 2025	October 1, 2025
50,000-69,999 SF	April 1, 2026	October 1, 2026

\* Excluding parking



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