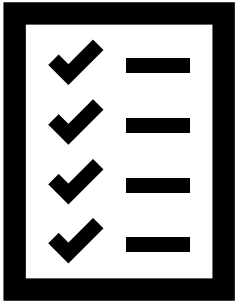


QUICK COMPLIANCE GUIDE

ATLANTA'S COMMERCIAL BUILDINGS ENERGY EFFICIENCY ORDINANCE



Commercial buildings are the single largest consumer of energy within the city of Atlanta, and as a result, the largest source of polluting emissions. In Atlanta, 66% of the energy use comes from our building stock accounting for 58% of our CO₂ emissions. The Commercial Buildings Energy Efficiency Ordinance aims to reduce emissions while saving the commercial sector money.

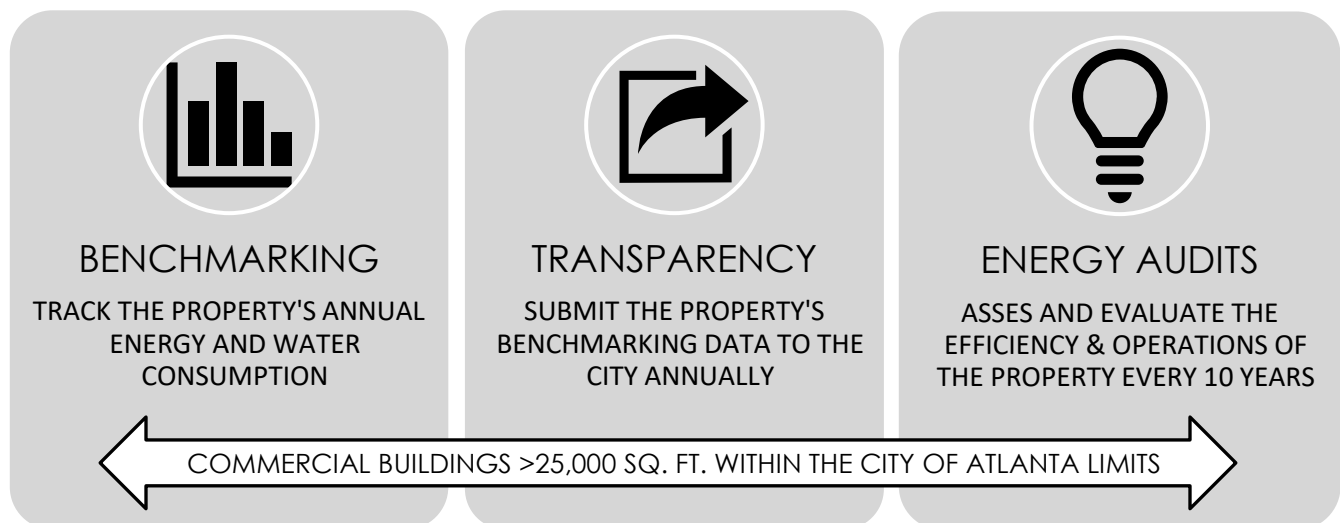
Analysis by the Mayor's Office of Resilience shows that the Ordinance can produce hundreds of millions of dollars in benefits to the private sector, driving direct investment in our local community, creating jobs, and improving public health simultaneously as energy-related emissions are reduced.

Many other cities in the US have implemented similar energy benchmarking and auditing ordinances. San Francisco found that energy use has decreased by 7.9% and greenhouse gas emissions have decreased by 17% among properties that consistently comply. Energy audits for over 800 of their buildings have identified \$60.6 million in opportunities for cost-effective energy efficiency investments, with a net present value of \$170 million.¹

YOU CAN FIND THE ATLANTA ORDINANCE TEXT ONLINE [HERE](#)².

OVERVIEW OF THE REQUIREMENTS

Under the Commercial Buildings Energy Efficiency Ordinance, owners of commercial buildings, including multifamily, over 25,000 sq. ft. are required to benchmark their energy and water usage, submit that data to the City on an annual basis, and have an ASHRAE Level 2 energy audit conducted every ten years.

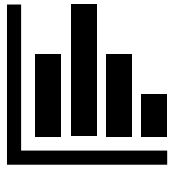


¹ The San Francisco Existing Commercial Buildings Performance Report 2010-2014
https://sfenvironment.org/sites/default/files/fliers/files/sfe_gb_ecb_performancereport.pdf

² <https://atlantabuildingbenchmarking.files.wordpress.com/2015/05/15-o-1101-atlanta-commercial-energy-efficiency-ordinance.pdf>

BENCHMARKING AND TRANSPARENCY

WHAT IS BENCHMARKING?



BENCHMARKING is the process of determining the levels of energy and water consumed at a property over the course of a year. Without taking this step, many opportunities to improve the economic performance and resource efficiency of a building are overlooked; as the saying goes, you can't manage what you don't measure. Benchmarking information will be reported to the City annually, where it will be made publicly available to inform the market – better decisions will be made with more robust information, creating a better-functioning marketplace.

HOW TO BENCHMARK YOUR PROPERTY

1. Collect consumption data on water use and all types of energy (electricity, natural gas, etc.) used by the building. This information can be found on your bills or online utility accounts.
2. Create an account with [EPA's ENERGY STAR® Portfolio Manager](#)³ (a free online benchmarking platform).
3. Add your property to your account; include details like size and space use.
4. Set up your energy and water meters in Portfolio Manager with the correct units.
5. Enter your energy and water use data.
6. Run a data quality check.
7. Add any contextual information.
8. Add your Atlanta Building ID to the building's profile.
9. Generate and submit your energy and water report to the City of Atlanta, as explained below.

More detailed instructions on how to benchmark your property with ENERGY STAR® Portfolio Manager can be found [here](#).

TRANSPARENCY - SUBMITTING YOUR BENCHMARKING DATA TO THE CITY



Every year the Mayor's Office of Resilience creates a new submission link for that year. This link can be found on the main page of our website www.atlantabuildingefficiency.com. The link will redirect you to your ENERGY STAR® Portfolio Manager account to generate an energy and water report to send to the City.

1. Go to www.atlantabuildingefficiency.com and click on the link on the homepage reading "*Send 20XX Benchmarking Data for 20XX Compliance.*"
2. Select which properties to include in your submission. Note: the timeframe has been preselected, you cannot change this. Click the "*Generate Response Preview*" button.
3. You will be brought to a page with a green box at the top. **You are not done yet!** Scroll down to the "*Templates and Reports*" Table. Find the row containing "*Data Request: Atlanta 20XX Transparency Report*". Click the "*I want to...*" drop-down menu in the right column. Select "*Send Response*".
 - *Note: If there are gaps in your benchmarking data or missing information, ENERGY STAR® will prompt you to fix these errors before sending in your report to the City. Simply fix these errors and start over on step 1 to successfully send in your report.
4. E-sign your submission. Click "*Send Data*".

Looking for a 3rd party provider to input data, manage your energy portfolio, and send your benchmarking submission for compliance? The EPA provides a (partial) listing of service providers [here](#)⁴.

³ <https://portfoliomanager.energystar.gov/pm/signup;jsessionid=AE0CB78916718509FF68F1D30F132DDC>

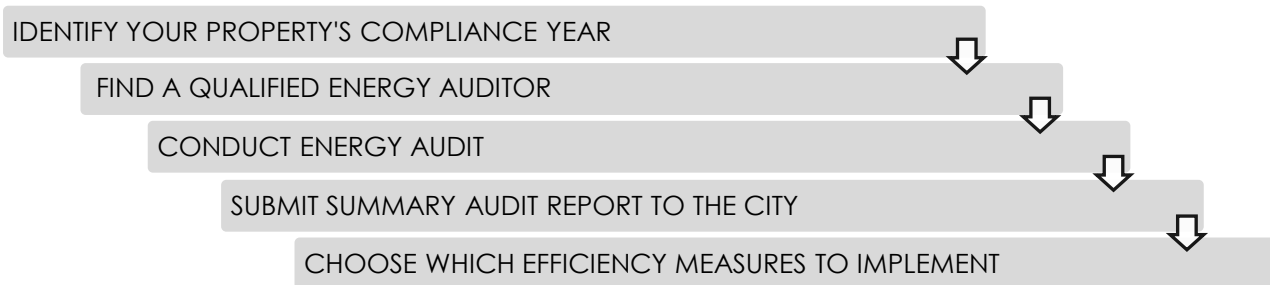
⁴ https://www.energystar.gov/buildings/lp_finder

THE ENERGY AUDIT REQUIREMENT



An ENERGY AUDIT is a systematic process of identifying and quantifying opportunities to improve a building's energy efficiency. An audit is objective and comprehensive, covering all energy sources and uses. The audit will provide feasible, concrete actions that save energy, along with an economic analysis of each action to allow for capital planning. The Ordinance requires a Level 2 energy audit as defined by the ASHRAE Standard 211. You are free to choose which of those recommendations to implement; the point is to understand the potential for improvement and allow building owners to make informed business decisions. For a more detailed guide to the Ordinance's energy audit requirement click [here](#)⁵.

HOW TO COMPLY WITH THE ENERGY AUDIT REQUIREMENT



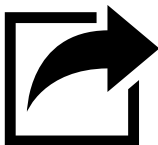
WHO CAN PERFORM AN ENERGY AUDIT ACCORDING TO THE ORDINANCE?

	QUALIFICATIONS	AUDITING EXPERIENCE
A	A Registered Architect (RA), Professional Engineer (PE), or Certified Energy Manager® (CEM®)	2 or more years of auditing experience
B	An individual with auditing certification(s) from the Association of Energy Engineers (AEE), the Associated Air Balance Council (AABC), or the American Society of Heating, Refrigerating, and Air-Conditioning Engineers (ASHRAE)	2 or more years of auditing experience
C	An individual or firm	5 or more years of auditing experience
D	An individual with the certifications described in (A) or (B)	2 or more years of building energy management experience in the building undertaking an energy audit

For a more detailed guide to choosing a qualified provider, click [here](#)⁶.

You can find a list a partial list of licensed professionals through the EPA [here](#)⁷.

SUBMITTING SUMMARY AUDIT REPORTS TO THE CITY – ASSET SCORE TOOL



The Department of Energy's Building Energy Asset Score is a national standardized tool for evaluating the physical and structural energy efficiency of commercial and multifamily residential buildings. The City of Atlanta worked collaboratively with the Department of Energy to customize the tool to record and analyze energy audit data required for submission. An energy auditor can submit data on behalf of a property by creating an account on the [Asset Score](#)⁸ website and entering information into the required data fields.

⁵ Guide available at www.atlantabuildingefficiency.com/compliance/audit/

⁶ <https://atlantabuildingbenchmarking.files.wordpress.com/2018/06/picking-a-qualified-energy-auditor-v3-gb1.pdf>

⁷ https://www.energystar.gov/buildings/lp_finder

⁸ <https://buildingenergyscore.energy.gov/>

COMPLIANCE SCHEDULE

BENCHMARKING SUBMISSION DEADLINES

Benchmarking is required on an annual basis and done through ENERGY STAR® Portfolio Manager. Submission of the previous calendar year's data is due to the City on June 1st of each year.

COMPLIANCE YEAR	WHO MUST COMPLY WITH THE AUDIT REQUIREMENT?	DEADLINE
2019	All covered commercial properties over 25,000 sq. ft.	JUNE 1, 2019
2020	All covered commercial properties over 25,000 sq. ft.	JUNE 1, 2020
2021	All covered commercial properties over 25,000 sq. ft.	JUNE 1, 2021

*Deadlines are subject to change. Visit www.atlantabuildingefficiency.com for the most current information.

ENERGY AUDIT SUBMISSION DEADLINES

Energy audits are required in the year that corresponds to the last digit of the property's Atlanta Building ID (ABID). If the property's ABID is 22694, it is due for an audit in 2024, 2034, 2044, etc. Audits are due by December 31 of the corresponding compliance year. Multifamily properties are exempt from the audit requirement until 2020.

COMPLIANCE YEAR	WHO MUST COMPLY WITH THE AUDIT REQUIREMENT?	DEADLINE
2019	Buildings whose Atlanta building ID ends in a 9	DECEMBER 31, 2019
2020	Buildings whose Atlanta building ID ends in a 0	DECEMBER 31, 2020
2021	Buildings whose Atlanta building ID ends in a 1	DECEMBER 31, 2021

INCENTIVES AND REBATES



Did you know that utilities often offer incentives and rebates for energy and water efficiency upgrades? Check them out. Talk to your energy service provider or building operator to make sure you maximize on these savings opportunities.

ELECTRICITY

- <https://www.georgiapower.com/business/save-money-and-energy/commercial-rebates-and-incentives.html>
- <https://www.georgiapower.com/business/save-money-and-energy/commercial-energy-efficiency-program.html>

NATURAL GAS

- <https://www.atlantagaslight.com/business/commercial-rebates>

WATER

- http://northgeorgiawater.org/wp-content/uploads/2018/02/Rebate_Packet.pdf
- <https://atlantabuildingbenchmarking.files.wordpress.com/2015/05/diverted-water-program-brochure-final.pdf>

FREQUENTLY ASKED QUESTIONS

WHERE DO I FIND OUT IF MY BUILDING NEEDS TO COMPLY OR FIND MY ABID?

Visit www.atlantabuildingefficiency.com or email buildingefficiency@atlantaga.gov.

HOW ARE PROPERTIES NOTIFIED OF THEIR OBLIGATION TO COMPLY?

Compliance notices are sent out to properties to the mailing address the Office of Resilience has on file. Mailers are sent out 60 days before submission deadlines. If we have your email on file, we will also send you an email notice and reminders. If you would like to request to update your mailing address or email, please email us at buildingefficiency@atlanta.gov.

IS THERE A PENALTY FOR NONCOMPLIANCE?

If Ordinance requirements are not met, the City will issue a written warning for the first violation. If updated information is not provided within 30 days of the issuance of the initial warning, a fine of \$1,000 will be imposed. Each year of noncompliance will be considered as a separate violation.

ARE THERE EXEMPTIONS FROM THESE REQUIREMENTS THAT MAY APPLY TO MY PROPERTY?

Yes. You can find a list of exemptions [here](#)⁹. Please fill out an [exemption form](#)¹⁰ and email it to buildingefficiency@atlantaga.gov. For a longer list of FAQs, click [here](#)¹¹.

ADDITIONAL RESOURCES

- Visit www.atlantabuildingefficiency.com for more information on deadlines, trainings, how to guides, and more.
- You can find a list of exemptions [here](#)¹². Please fill out an [exemption form](#)¹³ and email it to buildingefficiency@atlantaga.gov.
- To create your account with ENERGY STAR® Portfolio Manager, click [here](#)¹⁴.
- For detailed instructions on how to benchmark your property using ENERGY STAR® Portfolio Manager, click [here](#)¹⁵.
- To create an account with Asset Score, click [here](#)¹⁶.
- To find a list a partial list of energy audit service providers through the EPA click [here](#)¹⁷.

NEED ASSISTANCE?

- Visit www.atlantabuildingefficiency.com for more information.
- Email your questions to buildingefficiency@atlantaga.gov.
- Attend an upcoming training event. Register on our website [here](#)¹⁸.



ATLANTA
OFFICE OF
RESILIENCE

Special thanks to the ASHRAE Atlanta Chapter for their assistance in developing this guide.

⁹ <https://atlantabuildingefficiency.com/audit-exemptions-and-extensions/>

¹⁰ https://atlantabuildingbenchmarking.files.wordpress.com/2018/05/2018extensions_exemptions_request.docx

¹¹ <https://atlantabuildingefficiency.com/compliance/faqs/>

¹² <https://atlantabuildingefficiency.com/audit-exemptions-and-extensions/>

¹³ https://atlantabuildingbenchmarking.files.wordpress.com/2018/05/2018extensions_exemptions_request.docx

¹⁴ <https://portfoliomanager.energystar.gov/pm/signup;jsessionid=AE0CB78916718509FF68F1D30F132DDC>

¹⁵ <https://atlantabuildingefficiency.com/compliance/benchmarking-with-portfolio-manager/>

¹⁶ https://buildingenergyscore.energy.gov/d/users/sign_up

¹⁷ https://www.energystar.gov/buildings/lp_finder

¹⁸ <https://atlantabuildingefficiency.com/trainings/>