



**STATE OF WASHINGTON
DEPARTMENT OF COMMERCE**

1011 Plum Street SE • PO Box 42525 • Olympia, Washington 98504-2525 • 360-725-4000

www.commerce.wa.gov

Dear [Building Owner],

Based on data from your county assessor, it appears that you own a building or a portion of a building that is over 50,000 gross square feet.¹ This letter is to inform you this building is likely subject to the state's new Clean Buildings Performance Standard (RCW 19.27A.200-240). There are certain steps you must take to ensure you are in compliance with the standard.

The Washington State Department of Commerce recommends building owners inform their facility managers of compliance requirements and incentive funding.

We have identified the following parcel(s) as a building or a portion of a building that may be subject to the Clean Buildings Performance Standard, and possibly eligible for the Early Adopter Incentive Program.

Commerce Building ID	County Parcel ID	Estimated building gross square feet	Is the building on multiple parcels?

The Clean Buildings Program

The Clean Buildings Bill (Chapter 285, Laws of 2019) was signed into law on May 7, 2019. The objective is to lower energy costs and reduce pollution from fossil fuel consumption in the state's existing buildings, especially large commercial buildings. The standard and incentive program are administered by the Washington State Department of Commerce.

The standard applies to large non-residential buildings greater than 50,000 gross square feet. Large multifamily residential buildings are exempt from mandatory requirements but are eligible for the Early Adopter Incentive Program described on the next page.

Mandatory compliance dates are based on building size:

- Buildings with more than 220,000 gross square feet must be in compliance by July 1, 2026.

¹ This information is taken from county assessor data, which may not be complete. If there is no information in this column or the estimated building gross floor area is smaller than 50,000 gross square feet, please go to the Clean Buildings Portal and confirm your building's gross floor area in square feet.

- Buildings with 90,001 - 220,000 gross square feet must be in compliance by July 1, 2027.
- Buildings with 50,000 - 90,000 gross square feet must be in compliance by July 1, 2028.

You can visit Commerce's Clean Buildings website at www.commerce.wa.gov/buildings for more information.

Create a profile in the Clean Buildings Portal

To begin the compliance process, create a profile in the state's Clean Buildings Portal. The Clean Buildings Portal is where you will track compliance requirements and can apply for the Early Adopter Incentive Program.

To access the portal, you will log into your Secure Access Washington (SAW) account, or sign up if you do not already have one. Please visit www.secureaccess.wa.gov and create an account or log in using your existing account. Once you are logged into SAW, click the "ADD A NEW SERVICE" button. On the "ADD A NEW SERVICE" page, click on "I have been given a code by an agency." On the "ENTER YOUR CODE" pop-up, enter the code **CBPS21** and click "SUBMIT," then on the "REGISTRATION COMPLETE" page, click "OK."

After you have added the Clean Buildings Portal to your services, you can launch it by clicking the "Access Now" button. When prompted, enter the notification code provided below to access your Clean Buildings Portal profile for the first time. Next time you need to access your profile, simply log into SAW and click "Access Now."

Here is your first-time access notification code:

[Notification code]

Early Adopter Incentive Program

The Early Adopter Incentive Program provides financial incentives to encourage early compliance with the Clean Buildings Performance Standard. The voluntary incentive program is available to multifamily residential, nonresidential, hotel, motel and dormitory buildings with greater than 50,000 gross square feet.

The incentive program began July 1, 2021. An eligible building owner that demonstrates early compliance with the standard may receive a one-time base incentive payment of \$0.85 per gross square foot of floor area, excluding parking, unconditioned or semi-conditioned spaces.

To apply for the incentive program:

- The building must have at least one electric utility, gas company or thermal energy company providing or delivering energy services.
 - This is a state incentive that can be administered in addition to utility conservation incentives. Please contact your local utility for more information.
 - *Utility providers who do not pay public utility taxes are not eligible to participate in the Early Adopter Incentive program.*
- The building must be 15 Energy Use Intensity (EUI) or more above their target.

- The building must be brought into full compliance with the Clean Buildings Performance Standard and meet its Energy Use Intensity target (EUI_t).

Submit your Early Adopter Incentive application through the Clean Buildings Portal. Please note, incentive funds are limited and applications will be reviewed by Commerce. To find out more about the Early Adopter Incentive Program, please visit the Clean Buildings website and review the Early Adopter Incentive Program Guidebook.

Next Steps for Building Owners

1. Visit the Clean Buildings website to learn more about the Clean Buildings program.
2. Log in to the Clean Buildings Portal via Secure Access Washington. Once in the portal, do the following:
 - a. Confirm your ownership of the building or portion of the building.
 - b. Review your building details, such as assessor-reported square footage, and report the square footage of your building or portion of the building.
 - c. Learn about program exemptions and what to do if you believe your building is exempt from mandatory compliance.
 - d. Begin the process of benchmarking. Follow the instructions to confirm your building square footage and building uses via the Energy Star Portfolio Manager (ESPM). Contact your utility provider(s) to start integrating your building into ESPM.
3. If your building was misidentified as a covered commercial building, please visit the Clean Buildings website and follow the instructions to submit a data verification request.
 - a. Misidentified buildings include: structures that are not actually buildings (e.g. docks and piers); buildings that are less than 50,000 gross square feet; or if you are not the owner of the building.

We appreciate your help ensuring Washington state achieves its clean energy and greenhouse gas reduction goals. Together, we will lower our fossil fuel consumption and create a healthier, greener future.

If you have any questions, please contact our Clean Buildings Team at buildings@commerce.wa.gov.

Sincerely,



Michael Furze, Assistant Director
Energy Division, Washington State Department of Commerce