

# Data Verification

Commerce has launched a new Clean Buildings reporting and management system. The system provides building owners secure access to manage their building's compliance with the Clean Buildings Performance Standard and their application with the Early Adopter Incentive Program.

**You will not be able to access the Clean Buildings Portal (Portal) or Guest Access without a notification code.** If you own a *covered commercial building* over 50,000 square feet and did not receive a notification letter with a code to access the Portal, [please complete this form](#).

Data Verification is the process we use to correct information about misidentified buildings. Misidentified buildings include:

- structures that are not actual 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.

The Data Verification Application is not for exemptions. See [Annex Z4.1](#) for the list of exemptions. It is also not used to correct any grayed-out information you may see when you access the Portal. Please submit a customer support ticket to request corrections.

Building owners are able to submit a Data Verification Application through the Portal by signing in to Full or Guest Access. **If you own multiple buildings and only some of those buildings need to comply, submit your application through Full Access.**

## Submitting a Data Verification Application through Full or Guest Access

### Full Access

- 1) To access the Portal, log in to your [Secure Access Washington](#) (SAW) account, or sign up if you don't already have one. Use the First Time Access Guide found on the [Clean Buildings Portal](#) for instructions.
- 2) Once you log into your SAW account, add the **Clean Buildings Portal** as a new service. Use the agency code **CBPS21**.
- 3) Click on **Access Now**.
- 4) Enter the unique code found in your Building Owner Notification Letter.

### Compliance Dates

June 1, 2026  
More than 220,000 sq. ft.

June 1, 2027  
More 90,000 sq. ft. but less than  
220,001 sq. ft.

June 1, 2028  
More 50,000 sq. ft. but less than  
90,001 sq. ft.

- 5) After entering your notification code you will be required to complete one-time certification requirements. This includes **Shared Access Consent** and **Conditions of Use and Non-Commercial Use Agreement**.

### Clean Buildings End User Access Certification Requirements

Before allowing you to use the Clean Buildings Portal, you must read and certify your agreement with the following two requirements:

#### Requirement 1: "Shared Access" Consent

In order to collaborate with other Building Owners, Owner Representatives and Qualified Professionals, it will be necessary to share your contact information in the "Shared Access" feature of the Clean Buildings Portal. This will allow other owners to search for and find you so that they can grant you access to their building/parcel data for collaboration. This will be necessary for the Early Adoption Incentive Application program and eventually for Compliance with the Clean Buildings law if you share a building with other parcel owners. It will also be necessary if you intend to delegate permission to an owner representative such that they can enter and maintain parcel data on your behalf. Please indicate below if you are willing to share your contact information for the purpose of "Shared Access" by checking "Opt in". Otherwise, please click "Opt out":

- Opt In for "Shared Parcel Access" (Yes I'm in. I do want other users to be able to find me and grant me access to their parcels)
- Opt Out of "Shared Parcel Access" (No I'm out. I do NOT want my user account to show up in searches for shared access)

#### Requirement 2: Conditions of Use and Non-Commercial Use Agreement

The information contained in the Portal may include lists of individuals and/or records that contain a list of individuals. To receive access to the Portal, you must agree to the following:

- I declare that I and/or the entity I represent will not use information I access in the Portal for commercial purposes. I also acknowledge it is my affirmative duty to prevent others from using the information I access in the Portal for commercial purposes. I understand that the use for commercial purposes of such information may also violate the rights of the individuals named herein and may subject me to liability for such commercial use. I understand that "commercial purposes" means that the person/entity accessing the information intends to use it to facilitate profit-expecting business activity.
- I agree and certify that I will NOT use, post, transmit, or in any way exploit any information, software, or other material accessed through the Portal for commercial purposes (including but not limited to use of information in advertising).
- I also certify that I have read, fully understand and agree to the Commerce Conditions of Use Access Agreement documented in the hyperlink below:

<https://www.commerce.wa.gov/privacy-information/conditions-use-access-agreement/>

I agree to the Conditions of Use and Non-Commercial Use Requirements above and certify under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct and that any information I or my organization/business access through the Portal will not be used for any commercial purpose in violation of RCW 42.56.070(8).

- 6) After certifying and saving your response you will see the building landing page. The building landing page lists parcels containing a building or a portions of a building.

- 7) Look to the top right of the landing page and click on **Applications**.

Welcome Building Owner Logout ?

Buildings Applications search text here Q

- 8) Select the **Application Type: Data Verification**

- 9) Click on **Start New Application**.

- 10) Select the appropriate **Parcel Status** from the dropdown menu on each building for which you would like to submit a Data Verification Application. All of your parcels will be displayed. For parcels that do not require data verification, leave the parcel status blank.

### 1. Identify the Buildings/Parcels in Question

For the buildings/parcels listed below, select the appropriate parcel status from the dropdown.

Building ID	Parcel ID	Parcel Status	# Parcels
WAHKIAKUM999	XX03112451	<input type="text" value=""/>	1

Ownership Changed  
Never Owned  
GFA below 50k  
Not a Building

- 11) If applicable, add notes you would like to communicate to Commerce.
- 12) Attach supporting documents: quit claim deed, assessor or other documents such as property photos. We strongly suggest attaching more than one type of document, as it will help us review your application. Attachments should be submitted in a standard electronic file format including PDF, WORD, EXCEL or JPEG, and formatted appropriately to read. Scanned documents are acceptable as long as they are legible.
- 13) Add your contact information. The contact person should be the person authorized to make ownership decisions on behalf of the company identified in the initial notification. If you are reporting an ownership change, please list your own contact information, not that of the new owner.
- 14) Review the information you entered and submit.
- 15) You will receive an email receipt of your application. Please give 30 business days for the submission to be reviewed and processed.

### Guest Access

- 1) Click on the [Guest Access link](#).
- 2) Enter the unique code found in your Building Owner Notification Letter.
- 3) Select the appropriate **Parcel Status** from the dropdown menu on each building you would like to submit a Data Verification Application for. All of your parcels will be displayed. For parcels that do not require data verification, leave the parcel status blank.

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**For additional questions, complete the [Customer Support Form](#).**