



Building Energy Benchmarking Program

Test Owner Name

Test Owner Address Line 1

Test Owner Address Line 2

Benchmarking Reference Number: **CA999999**

3/1/2025

Dear California Building Owner,

We are contacting you to inform you that your building located at **[Building Street]**, **[Building City]** with benchmarking reference number [Ref #], will need to have its 2024 annual energy information submitted to the California Energy Commission (CEC) by June 1, 2025.

California requires owners of commercial and multifamily buildings larger than 50,000 square feet to report energy usage data using ENERGY STAR® Portfolio Manager (ESPM). This benchmarking requires obtaining energy usage data from your utility, reporting in ESPM, and submitting that data to the California Energy Commission by June 1 of each year. The statewide Building Energy Benchmarking Program collects and publicly shares building energy information. This allows building owners and occupants to compare their energy usage to similar buildings. The CEC's goal is for you to be better informed when making choices to reduce energy consumption, greenhouse gas emissions, and energy bills.

The CEC is authorized to enforce these requirements and could open an enforcement case if the appropriate data is not submitted by June 1, 2025. Violations can carry a penalty of up to \$2,000 for each category of missing data, which can apply for each day the violation has existed and continues to exist. CEC staff will provide advance notice if a case is opened regarding your building. You will have time to remedy the situation, and our staff will work with you to achieve compliance with the benchmarking regulations.

Starting in 2023, you must add a benchmarking reference number (BRN) to your report. Your BRN(s) are either included at the top of this letter, or in the table below. You can also use the building's address to look up the BRN: <https://benchmarkingca.com>. To confirm your report was received, the day following reporting use this same look-up tool to confirm your 2025 reporting is complete.

To learn more about California's Building Energy Benchmarking Program, resources, and how to submit your building's energy usage, use the QR code below to visit the California Energy Commission's Benchmarking Program website at

<https://www.energy.ca.gov/programs-and-topics/programs/building-energy-benchmarking-program>

If your building is demonstrated to be within Indian country, as defined by 18 U.S.C. § 1151, then it is outside the scope of the Benchmarking Program and not subject to its reporting requirements. Please contact our Helpdesk to assist you with adjusting our records.

If you have any questions or if you think you have received this message in error, you may contact the benchmarking call center at benchmarking@energy.ca.gov or (855) 279-6460.

Thank you,

Benchmarking Helpdesk, California Energy Commission
Building Energy Benchmarking Program | Compliance Support
benchmarking@energy.ca.gov | (855) 279-6460

