

Guidance Document

CBPS 030

Published Date: 10/13/2024

Subject: Tier 2 How to Comply

Intended Audience: Tier 2 Building owner,
Authorized Representative, and General Public

Purpose: This document can be used to assist building owners in pursuing compliance by fulfilling the Tier 2 covered buildings compliance requirements.

Reference: [Clean Building Performance Standard](#)

Background

Clean Buildings Performance Standard (CBPS) compliance is mandatory for Tier 2 covered buildings located in Washington State. A Tier 2 covered building is a building where the sum of nonresidential, hotel, motel, and dormitory floor areas exceeds 20,000 gross square feet, but does not exceed 50,000 gross square feet, excluding the parking garage area and multifamily residential buildings where floor area exceeds 20,000 gross square feet, excluding the parking garage area.

Guidance

- 1) **Gain** an understanding of the CBPS. To understand the full scope of the rules refer to both:
 - ASHRAE Standard 100-2018 Energy Efficiency in Existing Buildings.
 - [WAC 194-50](#) (WA amendments to Standard 100).Or click on the link to access the [Clean Buildings Performance Standard – Integrated Document](#).
- 2) **Determine** if the building is exempt. Review the Exemption [Guidance Document CBPS 028](#) – Tier 2 Compliance through exemption or see Section Y4.1
- 3) **Benchmark** the building. Benchmarking is an important process to measure energy performance providing a baseline for which to gauge your building's energy efficiency over time and relative to other similar buildings. Measure weather normalized EUI (WNEUI) within the ENERGY STAR Portfolio Manager (ESPM)

Tier 2 Compliance Date

July 1, 2027

- Greater than 20,000 sq. ft. but less than 50,001 sq. ft.
- Includes all multifamily greater than 20,000 sq. ft.

account. Use a minimum of 12 consecutive months of energy data, measured in a period not to exceed two years prior to the compliance date.

- a. To learn how to use ESPM and benchmark your building:
 - i. You can sign up for the Environmental Protection Agency (EPA) [training series](#) on using Energy Star Portfolio Manager for benchmarking;
- b. Create an [Energy Star Portfolio Manager](#) account.

Review the benchmarking [Guidance Document 027](#)- Benchmarking for the Clean Buildings Performance Standard

Tip: Understand your utility providers' role in compliance. Utilities are required to provide energy consumption data to building owners upon request. Large utilities (greater than 25,000 customers) are required to provide this data using ESPM's automated upload protocol. Smaller utilities are required to provide the data to building owners in an excel document, meeting Energy Star Portfolio Manager specifications (See [RCW 19.27a.170](#)).

- 4) **Develop** the energy use intensity target (EUI_t) for the building in accordance with Section 7 of the CBPS. The EUI_t shall be developed by the qualified energy manager. Energy use intensity targets are based on building activity types listed in Table 7-1. Listed building activity types have assigned EUI_t available in Table 7-2a. Shift normalization factors are listed in Table 7-3. Definitions of building activity types are listed in Table 7-4. Each of these tables are located in Normative Annex Z of the standard. See [Guidance Document 018](#) for a complication of the building activity types, energy use intensity targets, shift normalization factors, and building definitions.

Review [Guidance Document 029](#)- Tier 2 How to determine your buildings energy use intensity target. Tier 2 covered buildings unable to develop EUI_t in accordance with Section 7.2.2 or 7.2.3 of this standard shall report ESPM's median property site EUI, in place of the target.

Note: While building owners of Tier 2 covered buildings must create an EUI_t, Tier 2 covered buildings do not need to meet the EUI_t at this time.

More recently built buildings, (permitted July 1, 2016, or later) in addition to the requirements of Section 7.2.1, shall create an EUI_t that is 15% less than the original target, in accordance with Section 7.2.1.1. This shall be the building's EUI_t and will be noted in the [Clean Buildings Portal](#) following Tier 2 portal availability (July 1, 2025).

- 5) **Develop** and implement the Energy Management Plan (EMP) and associated Operations and Maintenance program (O&M) for each building as outlined in Sections 5 and 6 of the CBPS.

The EMP and O&M are mandatory requirements for all covered buildings. Implementation of these requirements can begin at any time.

Tip: Designate and identify your *qualified energy manager*. A qualified energy manager requires specific expertise and certification. [Click here for defined roles and responsibilities](#).

- 6) **Submit** documentation of compliance. Building owners must submit the following documentation through the Clean Buildings Portal (once portal access is available) to report the building weather normalized EUI, the building EUI_t, and the comparison between the two; the EMP; and the O&M Program. Forms A, B, and C can be found on the Clean Buildings Portal.

Form A – Shall be used to communicate compliance requirements. It includes documentation of weather normalized EUI and the calculated EUI_t for the building. It also requires reporting of the building energy management plan (EMP) and operations and maintenance (O&M) program implementation as specified by Commerce.

Form B – Identifies the building activity and energy use intensity target (EUI_t). This form will be available in the Clean Buildings Portal, (once portal access is available). Fill out the Building Detail and Activity Types pages in the Clean Buildings Portal to fulfill the requirements of Form B.

Form C –Documents the weather normalized EUI in addition to other building characteristics and data.

For more information, see [Guidance Document 016](#)- Compliance Forms.

Note: Document compliance through the Clean Buildings Portal as early as July 1, 2025.

Tier 2 Incentive Program

Eligible building owners applying for the Tier 2 covered buildings Incentive Program must be served by at least one qualified electric utility, gas company, or thermal energy company participating in the [Clean Buildings Incentive Program](#).

Eligible building owners may receive a base incentive payment of up to \$0.30/sq. ft. of gross floor area, excluding parking, unconditioned, or semi-conditioned spaces.

If you have questions on how to achieve Tier 2 compliance, please complete the [Customer Support Form](#).