The Existing Buildings Energy and Water Efficiency (EBEWE) Ordinance is administered by the Los Angeles Department of Building and Safety (LADBS) to measure and manage energy and water consumption and greenhouse gas emissions in buildings citywide. In order to achieve this goal, the City of Los Angeles has required certain building and property owners to comply with all EBEWE guidelines and mandates under municipal code.

**NOTE: All buildings and properties privately owned and with a square footage of 20,000 ft or more MUST comply with EBEWE Ordinance 184674.**

Full compliance starts with building and property owners preparing and submitting a benchmarking report through the Energy Star Portfolio Manager, which collects and summarizes data regarding your energy and water usage to the Los Angeles Department of Building and Safety (LADBS) before June 1st of every year. See [LADBS Compliance Instructions](#).

*Failure to comply with EBEWE Ordinance 184674 will result in a non-compliance fee, and will require the building to be listed as non-complian on the LA City's website.*

To begin your first benchmarking report, you’ll need to first register your building with LADBS. Next, you’ll need to set up your property through the Energy Star Portfolio Manager*. Once your Energy Star Portfolio Manager account is activated, you’ll set up a data feed that tracks your energy and water usage. This data feed will ultimately become your benchmarking report, which you’ll then submit to LADBS.

For up-to-date information on the program, please refer to the LADBS EBEWE Benchmarking and Information Page.

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**HOW CAN I COMPLY?**

**WHERE DO I START?**
**IS THERE A CHECKLIST I CAN FOLLOW?**

YES! Follow the checklist below, adapted from the LA Better Buildings Challenge Benchmarking (LABBC) Guide, and mark off the boxes below as you progress through each section of it, and complete the benchmarking process. For more detailed instructions, please refer to the LABBC Benchmarking Guide.

- Register your building with LADBS (pgs. 7-12)
- Create an Energy Star Portfolio Manager account for your property (pgs. 14-16)
- Create LADWP virtual meter energy and water data feeds in Energy Star Portfolio Manager (pgs. 26-30)
- Submit LADWP benchmarking application (pg. 32)
- Enroll in LADWP Web Services (pgs. 33-40)
- Enroll in SoCal Gas web services (pgs. 42-54)
- Submit benchmarking report to LADBS (pgs. 56-69)

**CHECK LIST:**

Please be advised that the process of preparing and submitting your benchmarking report may vary. However, to ensure that the process runs smoothly, it is imperative that you follow the instructions underlined in the LABBC benchmarking guide as stated, as well as have supplementary documentation on hand where necessary, such as:

- Building Identification Number. See LADBS for How to Find your Building ID
- Energy Star Portfolio Data Collection Worksheet. See LABBC Guide, pg. 18
- Electric and Water Consumption Data. See LADWP Building Benchmarking Page; application processing can take 4-6 weeks

**HOW LONG WILL PREPARING THIS TAKE ME?**

That’s expected! The benchmarking process can feel overwhelming for building and property owners. That’s why USGBC-LA is here to help. To reach out directly to a USGBC-LA team member with questions or concerns, please email benchmarking@usgbc-la.org.

For common frequently asked questions, head to the California Energy Commission’s FAQ board, the LADBS EBEWE Benchmarking FAQ, or refer to page 71 of the LABBC Benchmarking Guide. If you are looking for a benchmarking professional, refer to the Directory of Local Providers here.

**OK, I THINK I GOT IT, BUT I STILL HAVE SOME QUESTIONS?**

Congratulations on taking the steps to complete Phase I of the EBEWE plan, benchmarking your building! After the benchmarking report comes: Phase II, Audit and Retro-Commissioning. For more information on audits, and whether you may be exempt, please visit the LADBS EBEWE Audit and Retro-Commissioning Information Page.

**SO, WHAT’S NEXT?**

**Helpful Definitions**

**Benchmarking Report:** A report, generated by the ENERGY STAR Portfolio Manager, summarizing the annual energy and water performance of a building.

**Energy Usage Intensity:** The amount of energy used per square foot annually.

**Retro-Commissioning:** A systematic process for optimizing existing systems relating to building performance through the identification and correction of deficiencies in such systems.