



## EBEWE Benchmarking Compliance Instructions



# Before You Begin Notes

Last Updated 11/16/2023

## INTRODUCTION

The Existing Buildings Energy and Water Efficiency (EBEWE) Ordinance is designed to encourage building owners to reduce energy and water consumption through benchmarking and performance requirements. These efforts will help building owners recognize opportunities for cost-effective improvements, while cutting energy and water waste and reducing greenhouse gas emissions.

The EBEWE Ordinance was established by Los Angeles Municipal Code (LAMC) Division 97, Article 1, Chapter IX, Ordinance No. 184674 and was amended by Ordinance Nos. 185198, 185586 and 186480. The EBEWE Program is commonly referred as the EBEWE Ordinance. Additional information and updates can be found at [ladbs.org/ebewe](http://ladbs.org/ebewe).

The Instruction Guides provide step-by-step instructions for completing your EBEWE Benchmark compliance. Each guide includes a BEFORE YOU BEGIN NOTES section that lists the requirements and other important information you need to know. Please read through these sections carefully to ensure a smooth and successful compliance process.

## BEFORE YOU BEGIN NOTES

- ✓ **This process requires you to have the LA City Building ID and Zip Code.** The LA City Building ID and the Zip Code can be found in Box 2 and Box 1, respectively, of the Annual Notice to Comply from LADBS. You can confirm your building's ID by referring to the document posted under "Find your building ID" tile at [ladbs.org/ebewe/ebewe-benchmarking-process-and-information](http://ladbs.org/ebewe/ebewe-benchmarking-process-and-information).
- ✓ **This process requires you to have an account for the EBEWE registration website and Energy Star Portfolio Manager.**
- ✓ **Registration of the building is required before Payment can be completed.** LADBS does not send invoices. The building must be registered before Payment options are made available.
- ✓ **Registration and Payment can be completed simultaneously with Benchmarking.** Because registration and benchmarking are done on separate websites, a building can be registered and paid before submitting a benchmark report and vice versa.
- ✓ **This process requires you to benchmark the whole building's electric, water and gas usage data using Energy Star Portfolio Manager.** Usage data can be acquired and entered manually or by enrolling in the utility companies' Web Services.
- ✓ **The building will only be in full Benchmark Compliance once Registration, Payment and Submission of the Benchmark report have been completed.**
- ✓ Benchmarking is a multi-step process, so for your convenience, you may use the next page to keep track of information you will need throughout the process.



## EBEWE Benchmarking Compliance Instructions



### Before You Begin Notes

LADBS Notice to Comply	
LA City Building ID	
Building Address	
ZIP Code	
EBEWE Registration Website	
Username (Email Address)	
Password	
Energy Star Portfolio Manager	
Username	
Password	
Email Address	
Portfolio Manager Property ID	
LADWP Usage Data Request	
Building AIN	
LADWP Property Admin ID	