



Bureau of Planning and Sustainability

Innovation. Collaboration. Practical Solutions.

February 22, 2018

Dear Portland property owner,

Within the City of Portland, all owners of property with commercial buildings 20,000 square feet and larger are required to:

- Track energy use with the ENERGY STAR® Portfolio Manager® web tool, and
- Report energy performance information to the City of Portland annually.

Your building located at the following Portland address is required to report, based on City of Portland and Multnomah County records: _____

The Portland Building ID for this building is _____. You will need this ID to submit your building's energy report through ENERGY STAR Portfolio Manager.



Required Actions

1. Provide primary contact information | Deadline: March 15, 2018

- Complete the *Establish Your Building Contact form* at:
www.portlandoregon.gov/bps/establishcontact

2. Report energy performance | Deadline: April 22, 2018

You will need to track energy use with the free online tool ENERGY STAR Portfolio Manager and report your building's energy performance information to the City of Portland.

If you **did not** report your building's energy performance to the City of Portland last year, we recommend you review the detailed *How-To Guide for New Users* to learn more about the requirements and what you need to do to comply.

If you **did** report your building's energy performance to the City of Portland last year, please review the abbreviated *How-to Guide for Returning Users*.

To access both guides and information about how to improve your building's performance, go to:
www.portlandoregon.gov/bps/energyreporting.



City of Portland, Oregon | Bureau of Planning and Sustainability | www.portlandoregon.gov/bps
1900 SW 4th Avenue, Suite 7100, Portland, OR 97201 | phone: 503-823-7700 | fax: 503-823-7800 | tty: 503-823-6868

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Explore publicly available data

Individual building energy performance information is now published in an online map for commercial buildings 50,000 square feet and larger for the 2016 calendar year.

Explore the data at: <https://portlandmaps.com/bps/buildingenergy>

This map will be updated in September to include information for all commercial buildings 20,000 square feet and larger for the 2017 calendar year.



Get support

Questions?

Contact the City of Portland's Energy Reporting Help Desk at 503-823-7070 during normal business hours, Monday through Friday, or email energyreporting@portlandoregon.gov.

Drop-in Office Hours

For hands-on assistance with the reporting process, attend a drop-in office hour session on Thursdays from 1:00 p.m. to 3:00 p.m. at the Bureau of Planning and Sustainability office in downtown Portland, located at 1900 SW 4th Ave, Room 7A on the 7th floor. Sessions are scheduled to occur on March 1, March 8, March 15, March 22, March 29, April 5, April 12, and April 19

Sincerely,

Vinh Mason
Green Building Policy Coordinator

