

Montgomery County Building Energy Benchmarking

QUICK GUIDE: EXEMPTIONS



A quick guide to [requesting an exemption from the benchmarking law](#).

Additional instructions are available in the full [benchmarking how-to-guide](#).

Last Updated: Jan 2025

Exemptions are available for:

1. A building that can document that it is a single building less than 25,000 gross square feet. Your building may be exempt if it contains individually owned or leased spaces where each space:
 - Is less than 25,000 gross square feet, **and**
 - Does not share and is not connected by any interior space (even hallways), **and**
 - Has its own energy systems (like HVAC and hot water heating) and there are no shared energy systems between spaces, **and**
 - Has separate energy utility meters.

2. A building for which more than 50% of the total gross floor area is used for:
 - Public assembly in a building without walls; or,
 - Industrial uses where the majority of energy is consumed for [manufacturing](#), the generation of electric power or district thermal energy to be consumed offsite, or for other process loads; or,
 - [Transportation](#), [communications](#), or [utility](#) infrastructure.

Exemptions are permanent and will remove the building from the covered buildings list.

EXEMPTION INSTRUCTIONS FOR BUILDING OWNERS

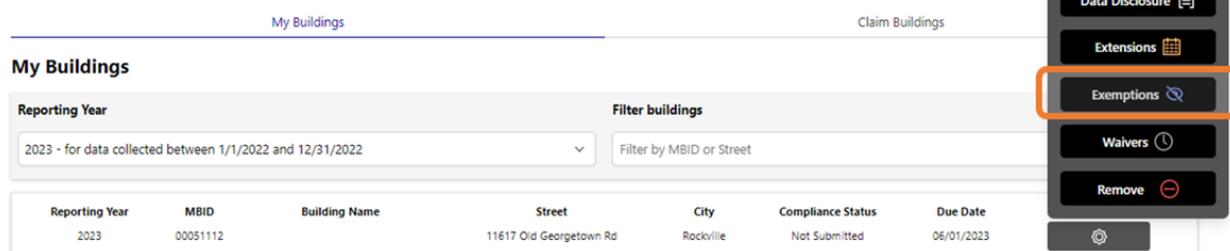
1. Navigate to the “My Buildings” page of the [Montgomery County Building Energy Benchmarking Reporting Portal](#). (You may need to create an account and claim your building. We recommend searching by building ID.)

2. Click the gear icon in the Actions Column, and choose Exemptions:

- Start by claiming all of your properties that are covered by Montgomery County Benchmarking Law.

- Once you have claimed your properties, you can use the My Buildings table to:
 - Complete your annual Benchmarking Report. After setting up your ENERGY STAR® Portfolio Manager building profile with building energy data entered for each property covered by the Montgomery County Benchmarking Law, you will need to submit the report to Montgomery County DEP. Click the gear icon in the Actions Column, and choose Submission.
 - Review the status of your report (24 hours after report is submitted)
 - Request an extension, waiver, or exemption
 - Delete a property from your account if you are no longer the owner of the property or the party responsible for benchmarking.

- For questions, please reach out to Energy@MontgomeryCountyMD.gov or call 240-777-7707



My Buildings Claim Buildings

My Buildings

Reporting Year: 2023 - for data collected between 1/1/2022 and 12/31/2022

Filter buildings: Filter by MBID or Street

Reporting Year	MBID	Building Name	Street	City	Compliance Status	Due Date
2023	00051112		11617 Old Georgetown Rd	Rockville	Not Submitted	06/01/2023

Actions for 00051112

- Submission
- Data Disclosure
- Extensions
- Exemptions**
- Waivers
- Remove

3. Select the Exemption case that applies to your building and upload documentation.

4. Click “Submit”. The DEP Team will review your exemption request and may follow up for more information.