

Montgomery County Building Energy Benchmarking

QUICK GUIDE: EXTENSIONS



A quick guide to [requesting an extension for the benchmarking law deadline](#).

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

Last Updated: Jan 2025

REQUESTING AN EXTENSION

Extensions up to 30 days beyond the June 1 deadline are available. Additional extensions may be granted to buildings with extenuating circumstances. Extenuating circumstances may include, but are not necessarily limited to:

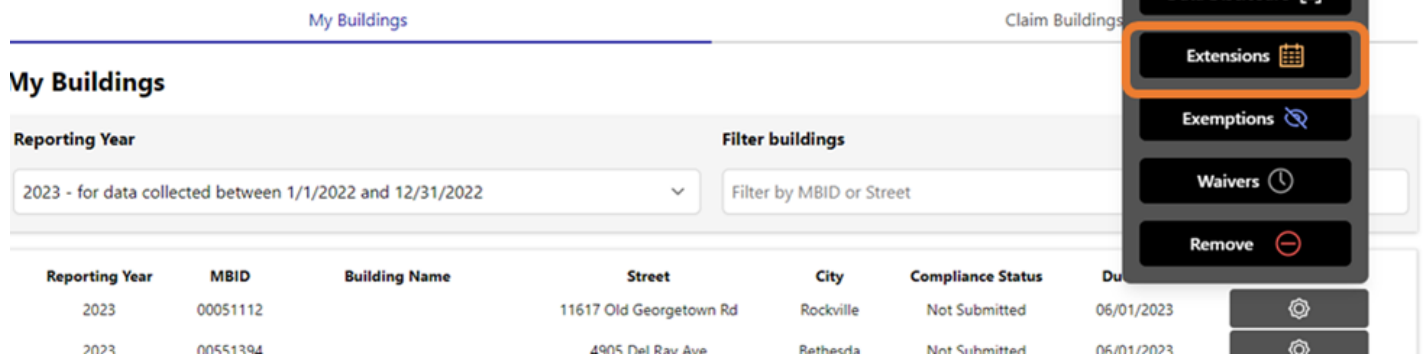
1. **Utility data delays** - Owners must provide written documentation of utility data requests and either lack of response and/or response from utility detailing reason(s) for not being able to get data in a timely manner. This will not be considered for buildings that failed to follow our How-To Guide.
2. **Third-party verification delay** - Owners must demonstrate that they have engaged a third-party verifier and that they are unable to complete the verification by the deadline.
3. **DEP delay** - Owner must provide evidence that requests were made to the DEP team and timely responses were not received.
4. **Other** - A building owner may apply for an extension for another reason, but will need to provide documentation and explanation of their situation.

EXTENSION 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 “Extensions” from the Actions column:

- 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



The screenshot shows the 'My Buildings' page with a table of buildings and an actions menu. The 'Extensions' button is highlighted with an orange box.

Reporting Year	MBID	Building Name	Street	City	Compliance Status	Due	Actions
2023	00051112		11617 Old Georgetown Rd	Rockville	Not Submitted	06/01/2023	Submission, Data Disclosure, Extensions , Exemptions, Waivers, Remove
2022	00551394		4905 Dal Rav Ave	Bethesda	Not Submitted	06/01/2023	Submission, Data Disclosure, Exemptions, Waivers, Remove

3. Provide the reason for extension and attach any documentation demonstrating the extenuating circumstance.
4. Click “Submit”. The DEP Team will review your extension request and may follow up for more information.