

Montgomery County Building Energy Benchmarking

QUICK GUIDE: WAIVERS







A quick guide to <u>requesting an annual wavier from the</u> <u>benchmarking law</u>.

Additional instructions are available in the full <u>benchmarking</u> how-to-guide.

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DEPARTMENT OF ENVIRONMENTAL PROTECTION MONTGOMERY COUNTY • MARYLAND

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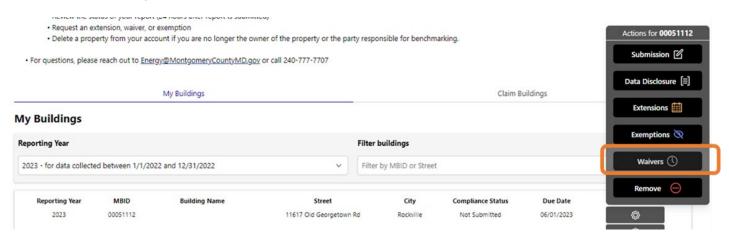
Waivers apply to a building that:

- 1. Is in financial distress (the building is the subject of a tax lien sale or public auction to property tax arrearages; is controlled by a court appointed receiver; or was recently acquired by a deed in lieu of foreclosure); or,
- 2. On average, less than one full-time-equivalent employee occupied the building during the calendar year being reported; or,
- 3. Is newly constructed and has received its certificate of use and occupancy during the calendar year for which benchmarking is required; or,
- 4. Was demolished or received its demolition permit during the calendar year for which benchmarking is required.

Approved waivers apply only to the calendar year applied for and must be filed annually by May 1, as applicable.

WAIVER INSTRUCTIONS FOR BUILDING OWNERS

- Navigate to the "My Buildings" page of the <u>Montgomery County Building Energy Benchmarking Reporting Portal</u>. (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 Waivers:



- 3. Select the Waiver case that applies for your building and upload documentation.
- 4. Click "Submit". The DEP Team will review your waiver request and may follow up for more information.