

Montgomery County Building Energy Benchmarking

QUICK GUIDE: MONTGOMERY COUNTY BUILDING ID (MBID)



A quick guide to [finding and updating your Montgomery County Building ID \(MBID\)](#). Additional instructions are available in the full [benchmarking how-to-guide](#).

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FINDING YOUR MBID

The Montgomery County Building ID (MBID) is a unique identification number for each building covered by the benchmarking law. DEP’s [Covered Buildings Inventory](#) lists the MBID for each covered building.

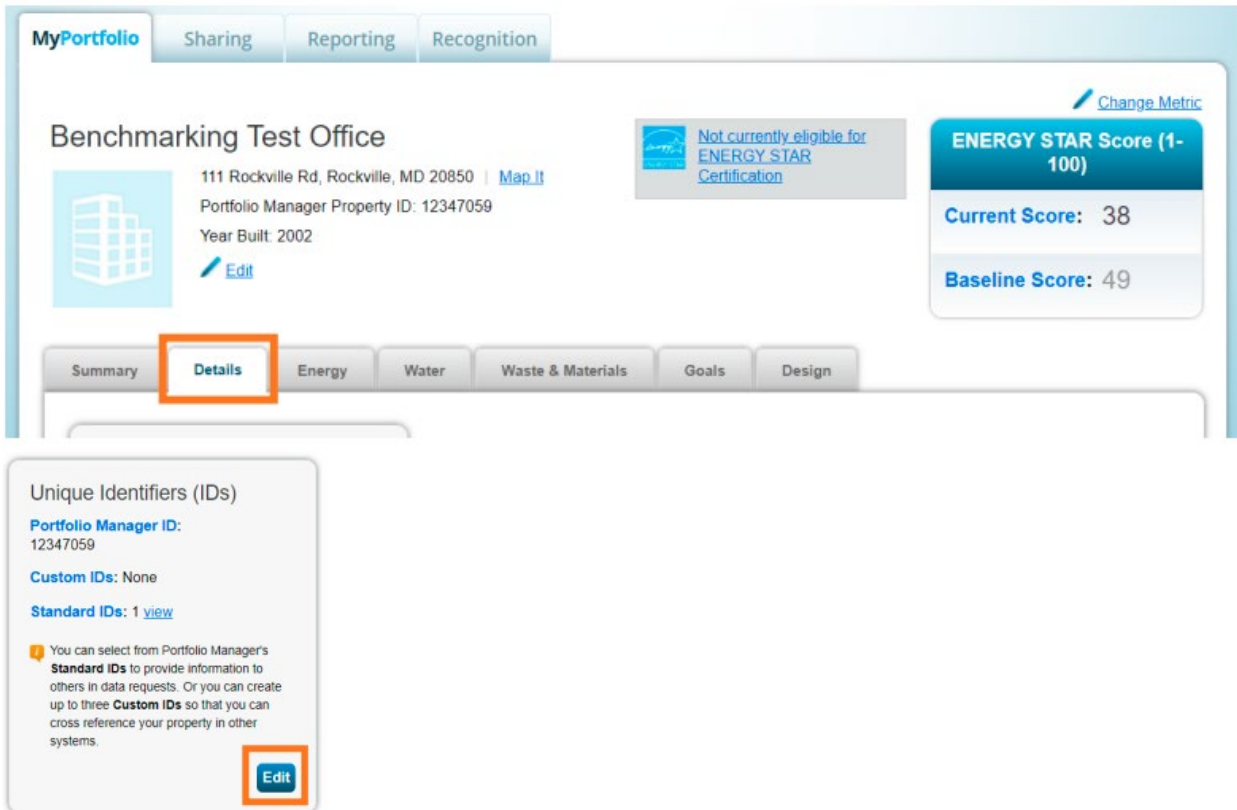
For buildings that do not share a tax parcel with any other buildings, the MBID is the 8-digit Parcel Identification Number/Tax ID. The Parcel ID number is located in the upper right corner of your property tax bill. It would be the same as your account number. You can locate this number online by visiting the [Department of Finance’s Real Property Tax Account Information website](#). You can also use the [online GIS map](#) created from current Maryland tax assessment records to locate the parcel that your building sits on, and see what other buildings share your parcel.

For buildings that share a tax parcel with other buildings, the MBID is the 8-digit Parcel Identification Number/Tax ID plus a letter at the end. For example, 01234567_A, 01234567_B.

ENTERING THE MBID IN ENERGY STAR PORTFOLIO MANAGER

If you did not enter your Montgomery County Building ID upon first creating your property in ENERGY STAR Portfolio Manager or need to revise your Montgomery County Building ID, you may update it on the “Details” tab at any time.

1. On the “Details” tab of your property, scroll to the “Unique Identifiers (IDs)” box and click “Edit.”



The screenshot shows the ENERGY STAR Portfolio Manager interface. At the top, there are tabs for 'MyPortfolio', 'Sharing', 'Reporting', and 'Recognition'. The main content area is for a property named 'Benchmarking Test Office' located at '111 Rockville Rd, Rockville, MD 20850'. The 'Details' tab is selected and highlighted with an orange box. Below the main information, there is a 'Unique Identifiers (IDs)' section, also highlighted with an orange box. This section contains the following information:

- Portfolio Manager ID:** 12347059
- Custom IDs:** None
- Standard IDs:** 1 [view](#)

Below this information is a note: "You can select from Portfolio Manager's **Standard IDs** to provide information to others in data requests. Or you can create up to three **Custom IDs** so that you can cross reference your property in other systems." At the bottom right of this section is an **Edit** button, which is also highlighted with an orange box.

- Under “Standard IDs,” select “Montgomery County, MD Building ID (MBID)” from the dropdown menu under “**Standard ID - County/District:**” Enter your MBID number exactly as it appears in DEP’s covered buildings list, including any zeroes at the beginning of the ID.

Standard IDs

Standard IDs are typically used in data collection, including by most state and local governments with benchmarking laws. If your property is covered by a benchmarking law, you probably need to fill this in. See [this FAQ](#) if you need help finding your Standard ID.

Standard ID - City/Town:
 ID:

Standard ID - County/District:
 ID:

Standard ID - State/Province:
 ID:

Standard ID - Other:
 ID:

[+ Add Another](#)

Without entering the MBID in Portfolio Manager exactly as it appears, your property will be deemed non-compliant.

- ” Enter your MBID and click “Save.”

SPECIAL CASES

If the covered buildings inventory lists only one ID for your property but you are planning to report each building on the property separately, please contact Energy@MontgomeryCountyMD.gov to request that unique IDs be created for each building.

If the covered buildings inventory lists multiple IDs (e.g., 01234567_A, 01234567_B), but the metering or other circumstances require you to report at the property level, please contact Energy@MontgomeryCountyMD.gov to request that one parent ID (e.g., 01234567) be created for your report.

Please note that except in extenuating circumstances, DEP does not permit reporters to switch back and forth between property- and building-level reporting from year to year.

If you are reporting to BOTH the County and the State of Maryland, there may be some scenarios where you have a campus set up in ENERGY STAR Portfolio Manager, but are only reporting one of the buildings on that campus to DEP. One such scenario would be a strip mall where there is one grocery store over 25k sq ft and the rest of the tenants are under 25k sq ft. In this scenario, you could add the grocery store to a “campus” level report that includes all other tenants in the strip mall for reporting to the State. The grocery store building in Portfolio Manager should have the County’s MBID. The campus level strip mall should have the State’s unique identifier. Only the building (not the campus) should be reported to DEP.