

Washington Clean Buildings Tier 2 readiness checklist

What to gather before a Tier 2 filing starts. Utility data is usually the slowest item, so request it first.

Compliance deadline: July 1, 2027.

BUILDING FACTS

- ☐ **WA Building ID and the owner of record**
Commerce's notice letter or the Tier 2 Data Pool in the Clean Buildings Portal.
- ☐ **Gross floor area, excluding parking**
Measured to CBPS 008; sets Tier 2 coverage and the incentive amount.
- ☐ **Primary use and weekly operating hours**
The QEM needs these for the energy use intensity target (Form B).
- ☐ **Every electric and gas utility, with account numbers**
Each one must supply 12 months of data; tenants may need to authorize.

ACCESS AND PEOPLE

- ☐ **Clean Buildings Portal account for the owner (SAW login)**
Every owner signs; one designated user prepares the application.
- ☐ **Shared access granted to whoever prepares the filing**
Lets a representative work without your password.
- ☐ **A named energy manager**
Develops and maintains the EMP and signs Form A. Can be staff or a contractor.
- ☐ **A Qualified Energy Manager (QEM)**
Required for Tier 2; reviews, sets the EUI and signs Form A.

ENERGY DATA

- ☐ **ENERGY STAR Portfolio Manager property**
Create it or locate the existing one; note the Property ID.
- ☐ **12+ months of whole-building energy use**
Request it from each utility now; this is usually the slowest step.

OPERATIONS AND MAINTENANCE

- ☐ **Inventory of energy-using equipment**
HVAC, water heating, lighting, controls, refrigeration, envelope; nameplate photos work.
- ☐ **Preventive-maintenance task list and frequencies**
Per manufacturer guidance; the O&M Program Development Tool is optional.
- ☐ **Proof the PM is happening**
Completed PM logs, CMMS screenshots or a current signed PM service contract. Repair invoices alone do not count.

PLAN AND INCENTIVE

- ☐ **Energy Management Plan, signed by the owner**
Commerce template optional; attach the EMP reporting tool.
- ☐ **O&M reporting tool completed**
Mandatory attachment to the compliance application.
- ☐ **W-9 ready for each participating utility**
Utilities pay the incentive and most ask for one.
- ☐ **Multifamily rentals: Exhibit A and a rent schedule**
Only for the enhanced incentive; no tenant names or personal data.

Sources: WA Dept. of Commerce, CBPS Tier 2 compliance page; Commerce guidance CBPS 037, Energy Management Plan and O&M Guidance, published Oct. 1, 2026; Commerce guidance CBPS 017, Roles and Responsibilities, v3.0, published July 30, 2026; Commerce, Early Adopter Incentive Guidebook: Tier 2 Buildings (V3) (all at commerce.wa.gov/cbps). Rules change; confirm against Commerce before filing.

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