



BESO GUIDE

ASSESSOR QUICK GUIDE - HOMES (1-4 UNITS)

- 1) **Confirm if a building is required to comply with BESO:**
 - a. Check the [Property Status List](#) available on the [BESO website](#) for compliance status of building. If the building is not listed and has sold since Dec 1, 2015, it is required to comply.
 - b. *Is an assessment required?* Make sure the home is not eligible for deferrals or exemptions under the ordinance. Homeowners must submit an exemption/deferral application and relevant documentation, and await approval from BESO Team. Exemptions and deferrals includes buildings that:
 - Are smaller than 850 square feet
 - Are less than 10 years old
 - Have participated in a [verified EE program](#)
 - Have completed an extensive renovation
 - Only one unit within a larger building is selling separately
 - Full list included in [Administrative Regulations](#)

- 2) **Verify assessment type for building:**
 - a. *Is the building eligible for Home Energy Score?* Only if it is a single detached structure or a side-by-side townhome style duplex. If not eligible, an Energy Upgrade California Advanced or Multifamily ASHRAE Level 1 assessment will be required. Refer to [Assessment Requirements Chart](#) for full details.

- 3) **Complete appropriate assessment:**
 - a. For Home Energy Score reports:
 - Every Home Energy Score report must be approved by Frontier Energy before you submit to the city. For specific instructions, please see [HEScore Database Overview](#) or contact homeenergyscore@frontierenergy.com.
 - Once approved, send building owner HEScore report (excluding second score) and custom report and then go to step 4.
 - If using SnuggPro or Optimiser with HEScore integrated, make sure to upload full report to Frontier HEScore database.
 - b. For non-Home Energy Score reports go directly to step 4.

- 4) **Submit Assessment:** All assessments (HES and Non HES) need to be submitted through the online BESO Portal*. <https://beso.force.com/s/>
 - a. Input the building address.
 - b. Click "Continue" (You may need to select "No" first if it's prompting you to receive the BESO Compliance Form).
 - c. Click "Yes" to continuing with a new BESO Application.
 - d. Click "Yes" you are an Energy Assessor and input your name in the "Select Assessor Contact" box.
 - e. Fill out the required information (Property contact, building, and assessment information).
 - f. Attach the HES or PDF of the assessment and submit assessment.

*For detailed instructions use the [following link](#).

ASSESSMENTS WILL ONLY BE REVIEWED ONCE THEY ARE SUBMITTED THROUGH THE BESO PORTAL