



## San José Energy and Water Building Performance Ordinance (BPO)

### Compliance Instructions

Please submit your annual benchmarking report to the City of San José by **May 1**. The benchmarking process consists of 7 steps:

- Step 1:** Create a property profile in ENERGY STAR Portfolio Manager®
- Step 2:** Gather and input energy use data
- Step 3:** Gather and input water use data
- Step 4:** Double check your San José Building ID entry
- Step 5:** Confirm your data is complete and accurate
- Step 6:** Submit electronic benchmarking report to the City of San José
- Step 7:** Submit annual reporting fee to the City of San José

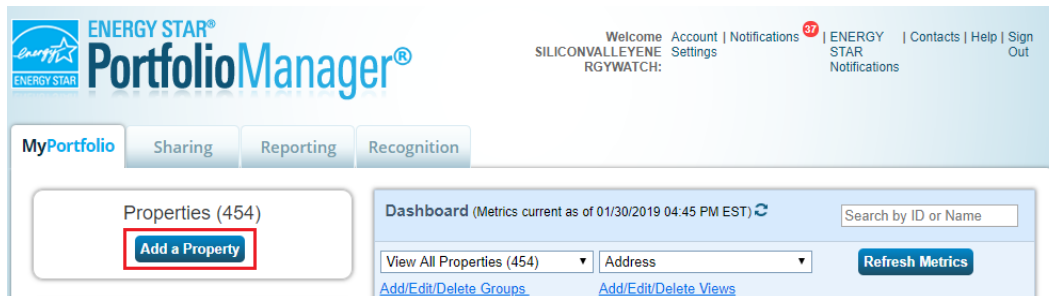
Please allow adequate time for each of these steps. The compliance process may take as little as one sitting, but can often require more time to find property details, enter data, allow for utility data authorizations, etc. If you need to benchmark in multiple sessions, you can save your work in ENERGY STAR Portfolio Manager®.

### If you are having issues with the ENERGY STAR Portfolio Manager platform:

- [Ask a Question](#), you can contact Energy Star's helpdesk by submitting your question; a representative will then reach out to you.
- [Search their FAQ](#) for Energy Star related questions.

## Step 1: Create a property profile in ENERGY STAR Portfolio Manager®

- 1) **Please Note:** If you have already created an account and updated your property(s) details, skip to *Step 2: Gather and input energy use data*.
- 2) To create an account in ENERGY STAR Portfolio Manager (ESPM), go to the create an account page <https://portfoliomanager.energystar.gov/pm/signup>.
- 3) Fill out the required information (username, password, email address, job title, organization, etc.) and click **Create My Account**. **Please note:**
  - i. All fields with red asterisks (\*) are required.
  - ii. Your username cannot be changed once an account has been created.
  - iii. Remember to write down the username and password for the account.
  - iv. The email address associated with the account can be updated, but should be one that is checked regularly, so that City staff can contact you if there are issues with your submission. If the City is unable to contact you to correct reporting errors, your property may be subject to noncompliance penalties or fines.
  - v. You can benchmark and report multiple properties from one account.
- 4) You will receive an email from ESPM shortly after creating your account; click on the URL in that email to activate your account.
- 5) Once you have created and activated your account, you can create a profile for your property by clicking **Add a Property** under the **My Portfolio** tab.

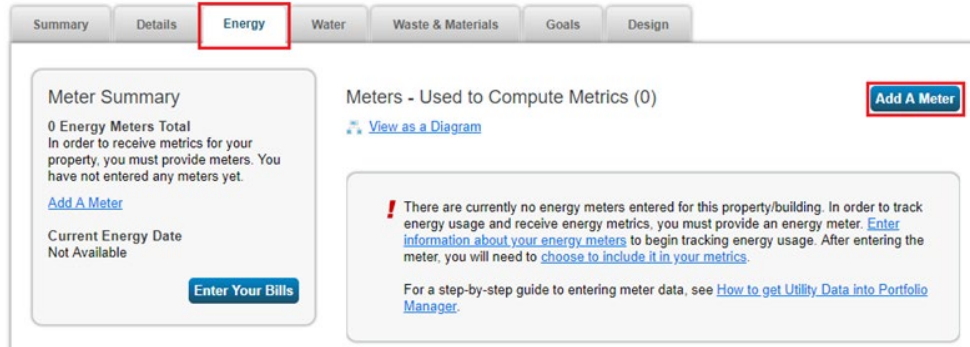


- a) **Please Note: We can only accept one report per unique San José Building ID.**
  - i. If your property has multiple buildings that share the same San José building ID, you will make a “Parent Property”. The Parent Property should include all energy, water, and square footage data from every building associated with that ID.
  - ii. ESPM has an option to add “Child Properties” within a Parent Property. If you want to track data for each individual building on your property, you may add child properties by following the instruction in this [FAQ](#).
- b) Start by selecting your property’s primary use from the dropdown menu, then choose the number of buildings on the property, and set the construction status to Existing. Then click **Get Started**.
  - i. Enter the basic property information (property name, address, gross floor area, and occupancy).

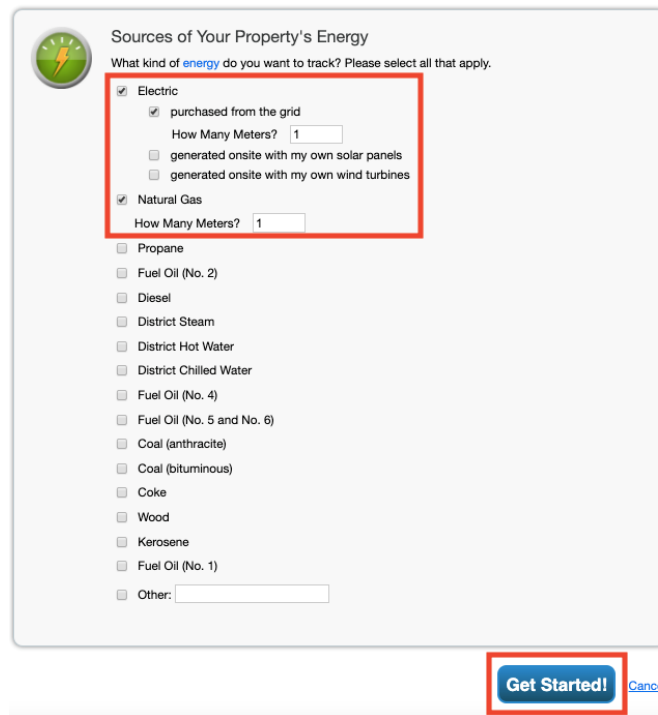
- ii. **Enter your properties Standard ID** by click on the drop-down menu under standard ID and locating the option: **San Jose Building ID**. Then enter the ID number.
  - a. To find your ID, please visit [our website](#), where you will find our Covered Buildings List and a [Building Lookup Tool](#). You can search by property address or tax assessor parcel number. **Please note:** different addresses may be associated with one property (e.g., a property in which tenants all have their own addresses, or a property on a corner lot at two cross-streets), you may need to search all potential addresses to find your property.
  - b. San Jose Building IDs will follow this format: XXXX-X-XX (e.g. 0001-0-00)
- iii. Hit **Continue**.
- iv. Next, enter the property use information (weekly operating hours, workers on main shift, etc.). For properties with multiple uses, click **Add Another Type of Use** and enter the corresponding information for this use. The more accurate you are with your property use information, the more accurately ESPM can calculate your energy and water metrics. When you have added information for all uses at your property, click **Continue**.
- v. **Please note:** Default and temporary values for these fields will **not be accepted**, and if left uncorrected in submitted reports, may result in noncompliance.
- vi. To finalize your entries, click **Add Property**.
- vii. Add or edit property details at any time by returning to the property **Details** tab.

## Step 2: Gather and input energy use data

- 1) To input your energy use data, first you will have to have an accurate count of **all** energy meters that serve the property. **Please note:** The BPO requires you to benchmark ALL types of energy consumed on your property (electricity, natural gas, etc.) and what is generated on-site (solar, wind, etc.), both in common areas and tenant areas.
- 2) Once you have this information, you can create your energy meter(s).
- 3) To add a meter, click on the property's **Energy Tab**, and click **Add A Meter**.



- 4) Check the boxes for all type(s) of energy you wish to track (e.g. electricity, gas, solar). Click **Get Started**. **Please note:** Most properties can use [PG&E's aggregated whole-building benchmarking services](#), so will only need to select one meter of each type. Instructions on setting these services up begin below in #6: Option 1.



- 5) Next, you must specify the Units (e.g. kWh) and Date Meter became Active for each meter. You can do so simply by clicking in the cells and typing the information. **Please note:** The Date Meter became Active must match the date of the first bill entered. When you are finished, click **Create Meters**.

<input type="checkbox"/>	Meter Name	Type	Other Type	Units	Date Meter became Active	In Use?	Date Meter became Inactive	Enter as Delivery?	Custom Meter ID 1 Name
<input type="checkbox"/>	Natural Gas	Natural Gas				<input checked="" type="checkbox"/>		<input type="checkbox"/>	
<input type="checkbox"/>	Electric Grid Meter	Electric - Grid				<input checked="" type="checkbox"/>		<input type="checkbox"/>	

[X Delete Selected Entries](#)  
[+ Add Another Entry](#)

[Back](#)

[Create Meters](#) [Cancel](#)

- 6) To ensure accurate analysis, there must be at least **12 full consecutive calendar months** of whole property energy use data for all active meters and all fuel types, for the previous calendar year. **For example**, reporting year 2025 requires 12 complete months of 2024 utility data. **There are two ways to get this data:**

**Option 1:** If you do not have your monthly data on hand, you can request aggregated whole property energy use data directly from PG&E. Start with this option if you are not the account holder for all the meters at the property; if you have a large number of meters (e.g. an apartment complex or plaza in which tenants are responsible for their own energy bills); or if you do not wish to manually enter your data. With this option, PG&E will import the previous year’s data, and continue to upload new data regularly, saving time year after year.

For detailed instructions, visit [pge.com/benchmarking](https://pge.com/benchmarking) and scroll down to click **Building Benchmarking Portal - Guidance & Instructions PDF** under the section “**How to request energy usage data from the Building Benchmarking Portal.**”

## How to request energy usage data from the Building Benchmarking Portal

To obtain aggregated whole-building data, create an account and register a building on our [Building Benchmarking Portal](#).

For instructions on how to use the Building Benchmarking portal, please review [Building Benchmarking Portal - Guidance & Instructions \(PDF, 2.2 MB\)](#).

If additional assistance is required, please contact the benchmarking team at [benchmarking@pge.com](mailto:benchmarking@pge.com).

**Option 2:** Compile energy data directly from utility bills and enter it to ESPM. This option is best for property owners who are also the account holder for all meters at the property, and where there are not multiple energy and gas meters.

Once you have gathered 12 months of whole property energy use data, upload that data into ESPM through one of the two following options:

- a. Enter energy use data manually.
  - i. Select **Click to add an entry**.
  - ii. Enter the billing **Start Date**, **End Date**, and **Usage** for each billing period. You can do so again by clicking in the cells and typing in your information.

- iii. Double check that there are no overlapping dates and the units on your utility bill match the units in the usage column.

▼ Electric Grid Meter

	Start Date	End Date	Usage kWh (thousand Watt-hours)	Total Cost (\$)	Estimation	Green Power	Demand (kW)	Demand Cost (\$)
<a href="#">Click to add an entry</a>								

[Delete Selected Entries](#)  
[Add Another Entry](#)  
[Learn how to copy/paste](#)

- iv. Repeat for all meters and energy sources and click **Continue** to save the information.
- b. **OR** upload all energy use data at once via spreadsheet.
  - i. Click on the **Spreadsheet Template** hyperlink to download a standard template. Enter data from all bills into the template. Do not reformat the spreadsheet template. Doing so will likely result in an unsuccessful upload of the spreadsheet.
  - ii. Save the file onto your computer.

	Start Date	End Date	Usage kWh (thousand Watt-hours)	Total Cost (\$)	Estimation	Green Power	Demand (kW)	Demand Cost (\$)
<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>		

[Delete Selected Entries](#)  
[Add Another Entry](#)  
[Learn how to copy/paste](#)

**Upload data in bulk for this meter:**

**i** You can use the single-meter spreadsheet to either: "Upload" the file below, or copy and paste the data from the spreadsheet into the table above ([instructions in this FAQ](#)). Use this single-meter [spreadsheet template](#).

No file chosen

- iii. Go back to the meter setup page on ESPM, click **Choose File**, and select the file you just created.
- iv. Click **Upload**. Repeat for all meters and energy sources and click **Continue** to save.
- c. If you are having trouble entering **onsite renewable energy** please check out this [FAQ series](#).
- d. For **BOTH** manual entry options, **please note**: You must enter all bills for the previous calendar year. In some cases, this means that you may need to enter additional bills, spanning the year before and the year after. For example, if reporting on 12 months of calendar year 2021 data, entering a billing period of Dec. 20, 2020 – Jan. 5, 2022.
- e. **Next**, select the meters that contribute to the property energy load by checking the boxes next to all meters you created. Then, confirm whether the meter(s)

entered account for total or partial energy consumption for your property, then click **Apply Selections**.

**Energy Meters**

Select all meters to be included in your metrics. (Hint: Most meters should be included unless they are [sub-meters](#).)

<input checked="" type="checkbox"/>	Name Meter ID	Type
<input checked="" type="checkbox"/>	<a href="#">Natural Gas</a> 76708056	Natural Gas
<input checked="" type="checkbox"/>	<a href="#">Electric Grid Meter</a> 76708057	Electric - Grid

**Total of 2 meter(s).** Tell us what this represents:

These meter(s) account for the total energy consumption for [Sample Property](#) (a single building).

These meter(s) do not account for the total energy consumption for [Sample Property](#) (a single building).

### Step 3: Gather and input water data

Unlike energy usage data, water usage data can only be entered manually. If you do not have your water usage data on hand, you may request it by contacting your water provider directly. If you are not the account holder for all water meters serving your property, you will need the account holder to request this data for you.

#### Water Providers

San Jose Water Company	<a href="mailto:customer.service@sjwater.com">customer.service@sjwater.com</a> 408-279-7900
San Jose Municipal Water	<a href="#">Contact Form</a> 408-535-3500
Great Oaks Water Company	<a href="mailto:customerservice@greatoakswater.com">customerservice@greatoakswater.com</a> 408-227-9540

- 1) To input your water use data, first you will have to have an accurate count of all water meters that serve the property. **Please note:** The BPO requires you to benchmark ALL water consumed on your property (indoor, landscaping, etc.), both in common areas and tenant areas.
- 2) Once you have this information, you can add your water meter(s).
- 3) To add a meter, click on the property's **Water Tab**, and click **Add A Meter**.

- 4) Check the boxes for all the property’s water sources (Municipally Supplied Potable Water, Municipally Supplied Reclaimed Water, Well Water, and/or Other) and the areas they serve (Indoor, Outdoor, Mixed Indoor/Outdoor) and click **Get Started**.

- 5) Next, you must specify the “Units” (ccf, gallon, etc.) and the “Date Meter became Active” for each meter. You can do so simply by clicking in the cells and typing the information. **Please note:** The Date Meter became Active must match the date of the first bill entered. When you are finished, click **Create Meters**.

<input type="checkbox"/>	Meter Name	Type	Other Type	Units	Date Meter became Active	In Use?	Date Meter became Inactive	Custom Meter ID 1 Name	Custom Meter ID 1 Value
<input type="checkbox"/>	Potable Indoor Meter	Potable Indoor				<input checked="" type="checkbox"/>			

[Delete Selected Entries](#)  
[Add Another Entry](#)

[Cancel](#)

- 6) To ensure accurate analysis, there must be a full year of whole property water use data for all active meters. **To enter this water use data, you can use one of two options:**

- a) Option 1: Enter water use data manually  
 i. Select **Click to add an entry**.

- ii. Enter the billing **Start Date**, **End Date**, and **Usage** for each billing period. You can do so again by clicking in the cells and typing in your information.
- iii. Repeat for all meters and click **Continue** to save the information.

b) Option 2: Upload all water use data at once via spreadsheet.

- i. Click on the **Spreadsheet Template** hyperlink to download a standard template. Enter data from all bills into the template. Do not reformat the spreadsheet template. Doing so will likely result in an unsuccessful upload of the spreadsheet.

	Start Date	End Date	Usage kWh (thousand Watt-hours)	Total Cost (\$)	Estimation	Green Power	Demand (kW)	Demand Cost (\$)
<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>		

- [Delete Selected Entries](#)
- [Add Another Entry](#)
- [Learn how to copy/paste](#)

Upload data in bulk for this meter:

You can use the single-meter spreadsheet to either: "Upload" the file below, or copy and paste the data from the spreadsheet into the table above ([instructions in this FAQ](#)). Use this single-meter [spreadsheet template](#).

No file chosen

- ii. Save the file onto your computer.
  - iii. Go back to the meter setup page on ESPM, click **Choose File**, and select the file you just created.
  - iv. Click **Upload**. Repeat for all meters and click **Continue** to save.
- c) For **BOTH** options, **please note**: you must enter all bills for the previous calendar year. In some cases, this means that you may need to enter additional bills, spanning the year before and the year after. For example, if reporting on 12 months of calendar year 2021 data, entering a billing period of Dec. 20, 2020 – Jan. 5, 2022.
- d) **Next**, select the meters that contribute to the property water load by checking the boxes next to all meters you created. Then, confirm whether the meter(s) entered account for total or partial water consumption for your property, then click **Apply Selections**.

**Water Meters**

Select all meters to be included in your metrics. (Hint: Most meters should be included unless they are [sub-meters.](#))

<input checked="" type="checkbox"/>	Name Meter ID	Type
<input checked="" type="checkbox"/>	<a href="#">Potable: Mixed Indoor/Outdoor Meter</a> 76960851	Potable: Mixed Indoor/Outdoor

**Total of 1 water meter(s).** Tell us what these meter(s) measure:

These meter(s) account for the total water consumption for [Sample Property](#) (a single building).

These meter(s) do not account for the total water consumption for [Sample Property](#) (a single building).

## Step 4: Double check your San José Building ID entry

Each property has been assigned a unique San José Building ID, which you will use for reporting. This will allow the City to keep track of your property's compliance over time. To check that your ID is still accurate, please visit [our website](#), where you will find our Covered Buildings List and a [Building Lookup Tool](#). You can search by property address or tax assessor parcel number.


- 1) If you need to update your Unique Building Identification (UBID) in your property profile, go to the **Details** tab for your property and click **Edit** in the **Unique Identifiers** box on the left-hand side.


**Unique Identifiers (IDs)**

**Portfolio Manager ID:**  
6883830

**Custom IDs:** None

**Standard IDs:** None

 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.



- 2) In the next **Property Identifiers** page, select San Jose Building ID from the **Standard IDs dropdown**, and enter your unique San José Building ID into the following field. Enter the ID exactly as it is shown on the Covered Buildings List, including all zeros and dashes (XXXX-X-XX). Click **Save**.

## Step 5: Confirm your data is complete and accurate

Property owners are required to submit accurate and complete benchmarking reports to be marked fully compliant. Reports submitted with errors may inaccurately represent your property's energy and water use and will not be approved.

- 1) To check for possible data errors, click on the properties **Summary** tab and select **Check for Possible Errors**.

The screenshot displays the 'Summary' tab of a benchmarking tool. At the top, there are navigation tabs: Summary (highlighted with a red box), Details, Energy, Water, Waste & Materials, Goals, and Design. Below the tabs, there are two empty line graphs: 'Source EUI Trend (kBtu/ft²)' and 'Total GHG Emissions Trend (Metric Tons CO2e)'. To the right, there is a 'Metrics Summary' table with columns for Metric, Not Available (Energy Baseline), Not Available (Energy Current), and Change. The table lists metrics such as ENERGY STAR Score, Source EUI, Site EUI, Energy Cost, Total GHG Emissions Intensity, Water Use, and Total Waste. All metrics are currently marked as 'Not Available'. Below the table, there is a 'Check for Possible Data Errors' section with a 'Check for Possible Errors' button highlighted by a red box.

Metric	Not Available (Energy Baseline)	Not Available (Energy Current)	Change
ENERGY STAR Score (1-100)	Not Available	Not Available	N/A
Source EUI (kBtu/ft²)	Not Available	Not Available	N/A
Site EUI (kBtu/ft²)	Not Available	Not Available	N/A
Energy Cost (\$)	Not Available	Not Available	N/A
Total GHG Emissions Intensity (kgCO2e/ft²)	Not Available	Not Available	N/A
Water Use (All Water Sources) (kgal)	Not Available	Not Available	N/A
Total Waste (Disposed and Diverted) (Tons)	Not Available	Not Available	N/A

- 2) Select the previous calendar year ending in December 31 and click **Run Checker**. For example, for reporting year 2025, you would check 12 months of 2024 data.
- 3) If there is an error, an alert icon will appear in the field that contains the error.

### Data Quality Checker for [Sample Property](#)

The Data Quality Checker will help you find potential errors and unusual data within a given year. Select your year of interest, review your alerts, and follow the links to view or correct your data as needed.

**Select Timeframe & Run Checker**

We check data for a full year (12 months) of meter consumption and Property Use Details (called a [Metric Year](#)). Select a [Year Ending Date](#) and click "run checker" to see possible data issues.

Year Ending:   [Re-Run Checker](#)

**i About Timeframes**

The Data Quality Checker needs one full calendar year of [Property Use Details](#) and [meter](#) information for most checks. Otherwise, we will show you basic alerts to let you know what's missing.

---

**! There is not 12 full months of meter data.**

**Problem:** The following meters do not have 12 full calendar months of meter entries for the year selected (01/01/2017 - 12/31/2017).

- [Reclaimed Outdoor Meter](#) (missing bills for 01/01/2017 - 01/01/2018)
- [Potable Indoor Meter](#) (missing bills for 01/01/2017 - 01/01/2018)

**What to do:**

- If you think this is a mistake, click the links above to review the entries for each meter and make corrections if necessary.

**i About Alerts**

**!** Indicates data is incomplete or missing. Most likely at least some metrics are not able to be calculated as a result. Issue should be resolved as soon as possible.

**!** Indicates data is atypical for the type of property and its associated use. Data should be checked for errors to ensure metrics are correct for the property.

- 4) Review the list of alerts (if any) and follow ESPM’s suggestions to address the issue(s).
  - a) Check **Property Uses** and **Use Details** fields to verify that the information entered is correct, and that there are no default or temporary values.
  - b) Once you have made all necessary changes, run the data checker again to ensure that all alerts have been addressed.
  - c) **Reach out to our team** if you are having issues resolving any error flags.

## Step 6: Submit electronic benchmarking report to the City of San José

- 1) An annual energy and water benchmarking report is required by the City of San José every year. To submit your annual benchmarking report, **you need to click on or copy and paste that year’s unique San José reporting link**, which is located on our [webpage](#) under **Step 5** of section **READY TO COMPLY? START HERE**.
  - a) **IMPORTANT!** This link will not work until after you have entered all required data, for the entirety of the previous calendar year, into your ENERGY STAR Portfolio Manager® account.
- 2) You will be brought to an ENERGY STAR Portfolio Manager® page and one of the following will happen:
  - a) If you are already logged into ENERGY STAR Portfolio Manager®: you will be brought to a page that says **Respond to Data Request: San Jose BPO Template**.
  - b) If you are *not* already logged into ENERGY STAR Portfolio Manager®: you will be asked to log in. Once you log in, you will be brought to a page that says **Respond to Data Request: San Jose BPO Template**.
- 3) In the window, fill in the **About Your Response** section, indicating that you are submitting on behalf of yourself or someone else.

- 4) **Please Note:** The Timeframe section is locked on the year prior to the reporting year. This is because you are reporting the previous year's data. (e.g., if you are filing the 2023 benchmarking report, your timeframe will be locked on 2022).
- 5) In the **Your Response** box, select the properties you wish to report.
  - a) **Please note:** If you have a Campus or Parent/Child properties, only submit the parent property that contains all energy, water, and square footage data of all the buildings on the property. We can only accept one submission per San José Building ID.
- 6) Click **Generate Response Preview**.

About Your Response


Who is this data being submitted on behalf of?

myself  
 someone else


Your Response

Select Information to Include:

Timeframe: \*  for:

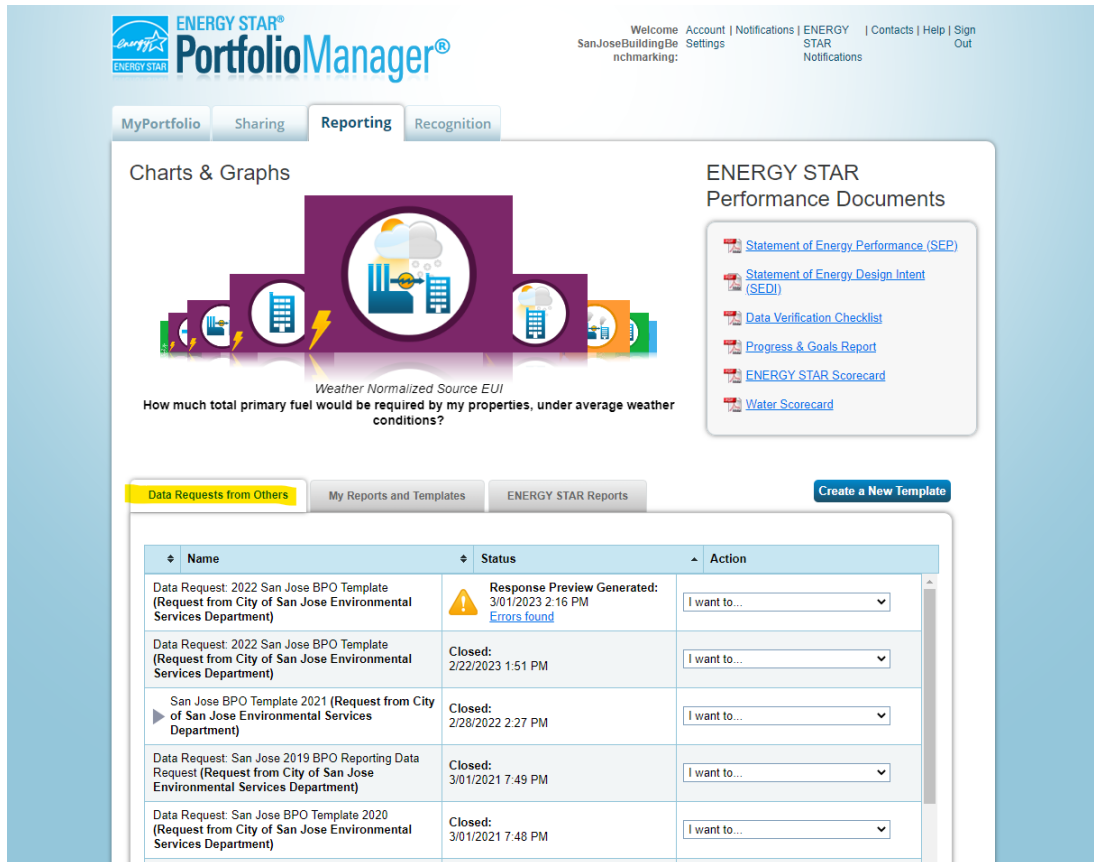
 If the data requestor has specified a timeframe for the request, you will not be able to change it.

Properties:

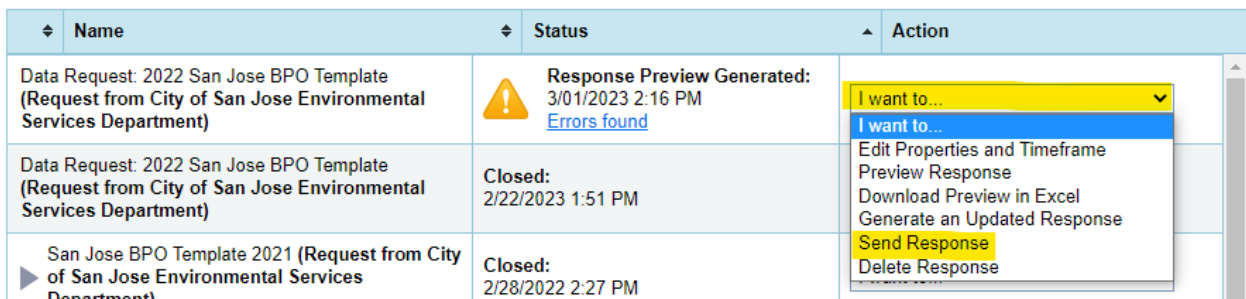
 The data requestor may have asked for one or more [standard IDs](#) to be included with the property information. Make sure you have entered the requested standard IDs for each property before sending your response.

[Generate Response Preview](#) [Cancel](#)

- 7) You will be brought to your Energy Star account's **Reporting tab**. Towards the bottom of this page you will want to select the tab **Data Requests from Others**.



8) Send your report to the City of San José by clicking the drop-down menu for your report and select **Send Response**.



- 9) On the following page, enter your login credentials, and click **E-Sign Response**. This will refresh the page.
- 10) Once the page refreshes and your credentials have been accepted, click **Send Data**, and then **Continue**.
- 11) Confirmation: The email registered to your ENERGY STAR Portfolio Manager® account will almost immediately receive a confirmation email from [donotreply@energystar.gov](mailto:donotreply@energystar.gov), with subject **Receipt for Data Request Submittal**. This email alone does not confirm compliance. See below for more information.

12) Report submissions are processed once a day at midnight by the City of San José. **Once the report submission is processed you will receive one of two emails from [benchmarking@sanjoseca.gov](mailto:benchmarking@sanjoseca.gov) at around 1AM the next day.**

1. If there are no errors in your report, you will get an email **confirming your compliance** with the annual benchmarking report!
2. If there are errors in your report, you will get an email outlining the errors in your report and how to fix them. Your **compliance status will be marked “pending”**.
  - a. **Please Note:** After you fix your errors, you will have to **follow all the steps in Step 6: Submit Electronic Benchmarking Report again** so that we receive your updated submittal and can be marked into compliance.

## Step 7: Submit annual reporting fee to the City of San José

- 1) Invoices are mailed out to all covered property owners annually in early-mid April. You will receive an invoice that contains a 7-digit dash-free **Invoice Number** listed in the top right corner (*highlighted in red box of example invoice below; actual invoices are not highlighted*). **Your Invoice Number is required to process your payment. Note that it is unique to each invoice, and is a different number than your San Jose Building ID.**
  - a) If you did not receive an invoice, or need to request an updated invoice, please contact the BPO Help Desk at [benchmarking@sanjoseca.gov](mailto:benchmarking@sanjoseca.gov) and one can be re-issued.
  - b) You have 30-days to remit payment on the invoice from the original invoice date. **See payment instructions below.**

City of San José  
200 E Santa Clara St, 13<sup>th</sup> Floor  
San Jose, CA 95113

Debtor Number: #####  
Invoice Number: #####  
Invoice Date: MM/DD/YYYY

Owner Name  
Mailing Address  
City, State, Zip

TERM NET - PAYMENT BECOMES DELINQUENT 30 DAYS AFTER INVOICE DATE UNLESS OTHERWISE NOTED. FAILURE TO PAY THE TOTAL AMOUNT DUE BY THE DUE DATE CAN BE SUBJECT TO PENALTIES, INTEREST, AND FEES.

ENERGY AND WATER BUILDING PERFORMANCE ORDINANCE (BPO)

PROPERTY ADDRESS:  
SAN JOSE BUILDING ID: ###-.-##

PROGRAM REQUIREMENTS DUE BY MAY 1, 2020:

- BENCHMARKING REPORT, SUBMITTED THROUGH ENERGY STAR PORTFOLIO MANAGER, INCLUDING ALL BUILDING ELECTRICITY, GAS AND WATER USAGE FROM CALENDAR YEAR 2019 (THE OPEN REPORTING PERIOD IS FROM MARCH 1 TO MAY 1, 2020)
- \$150 BENCHMARKING REPORT SUBMISSION FEE

Account: Environmental Services  
001420763007086

BPO ANNUAL FEES	\$150.00	
Balance:		\$150.00

Questions regarding the bill call: Environmental Services 408-975-2540, [www.sanjoseca.gov/benchmarking](http://www.sanjoseca.gov/benchmarking)  
Questions regarding payment call: Revenue Management (408) 535-7055

Please return this portion with your payment in the enclosed envelope

**Payment Options:**  
 Pay online: Go to [www.csfinance.org](http://www.csfinance.org) and select the appropriate link under the **Make A Payment** section.  
 By Mail: 200 E Santa Clara St., 13<sup>th</sup> Floor, San Jose, CA 95113 **Make check payable to: City of San Jose**  
 In Person: City Hall 200 E. Santa Clara Street, Tower, 1<sup>st</sup> Floor, Cashier's Window  
 By Phone: 408-535-7055 Credit or Debit Cards accepted

Debtor Number: #####

Owner Name  
Mailing Address  
City, State, Zip

Invoice No.	Citation No.	Amount Due	Amount Enclosed
#####	#####	\$150.00	

- 2) To pay your annual reporting fee online, please visit <http://www.csfinance.org>
  - a) Under the **Make a Payment** section, click **Pay Invoices for City Services and Fees**

### MAKE A PAYMENT

- [Pay Business Tax](#)
- [Pay Administrative Citations](#)
- [Pay Invoices for City Services and Fees](#)
- [Pay Commercial Fire Permits](#)
- [Pay Utility Bills: Water, Garbage, and Recycling](#)

- b) Click **Pay Now**. The **Debtor Number** can be found on your invoice copy and the **Mailing Zip Code** is the zip code used in the mailing address on the invoice copy.
- 3) To pay by mail, make checks payable to the City of San José, and send to 200 E Santa Clara St., 13th Floor, San Jose, CA 95113. Please list your invoice or citation number on the check.
- 4) To pay over the phone, call 408-535-7055. Credit and Debit Cards are accepted. Please have your invoice or citation number ready.

Updated December 2025

**If you have questions about the BPO or your specific property, please contact us; we're here to help!**

- Visit [www.sanjoseca.gov/benchmarking](http://www.sanjoseca.gov/benchmarking)
- Email: [benchmarking@sanjoseca.gov](mailto:benchmarking@sanjoseca.gov)
- Phone: (408) 975-2540

Thank you for complying with the San José Energy and Water Building Performance Ordinance!