



Permit Submission Requirements for Development with Portfolio Manager Conditions

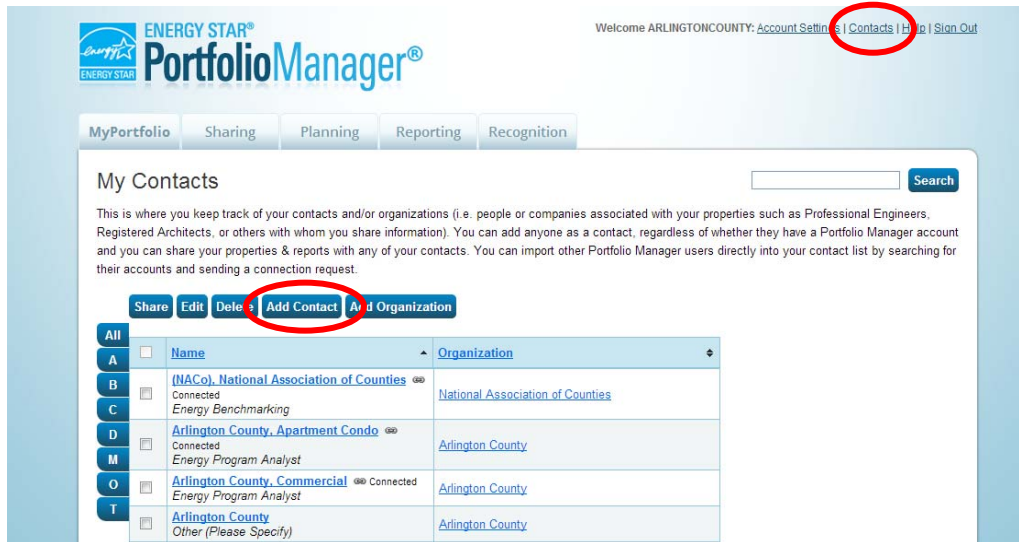
Reports for all projects are due January 31 of each calendar year, seven months after the end of the reporting period. This allows for flexibility in the event that there is a delay in receiving data from the utility. Below are directions to report your annual energy use to Arlington County using ENERGY STAR Portfolio Manager.

1. Link your building's Portfolio Manager account with the County's master account (see directions below). Through this link staff will be able to review your project on an annual basis for Site Plan compliance in the same way LEED is reviewed online.
2. A complete Portfolio Manager report shall contain:
 - All monthly utility data for each fiscal year (July 1 - June 30) for all utilities used in the building (water, gas, electric, oil, etc.)
 - Values for the building's actual space attributes and operating variable must be inserted where all default values for project building exist. This includes, but is not limited to:
 - Space type
 - Percent of building that is occupied
 - Gross floor area
 - Number of Residential Living Units
 - o Number of Residential Living Units in a Low-rise Setting (1-4 stories)
 - o Number of Residential Living Units in a Mid-rise Setting (5-9 stories)
 - o Number of Residential Living Units in a High-rise Setting (10 or more stories)
 - Number of bedrooms
 - Resident Population Type (military, student, senior, etc)
 - Government Subsidized Housing
 - Number of laundry hookups in all units
 - Number of laundry hookups in common areas
 - Percent of gross floor area heated by mechanical heating equipment (to nearest 10%)
 - Percent of gross floor area cooled by mechanical cooling equipment (to nearest 10%)

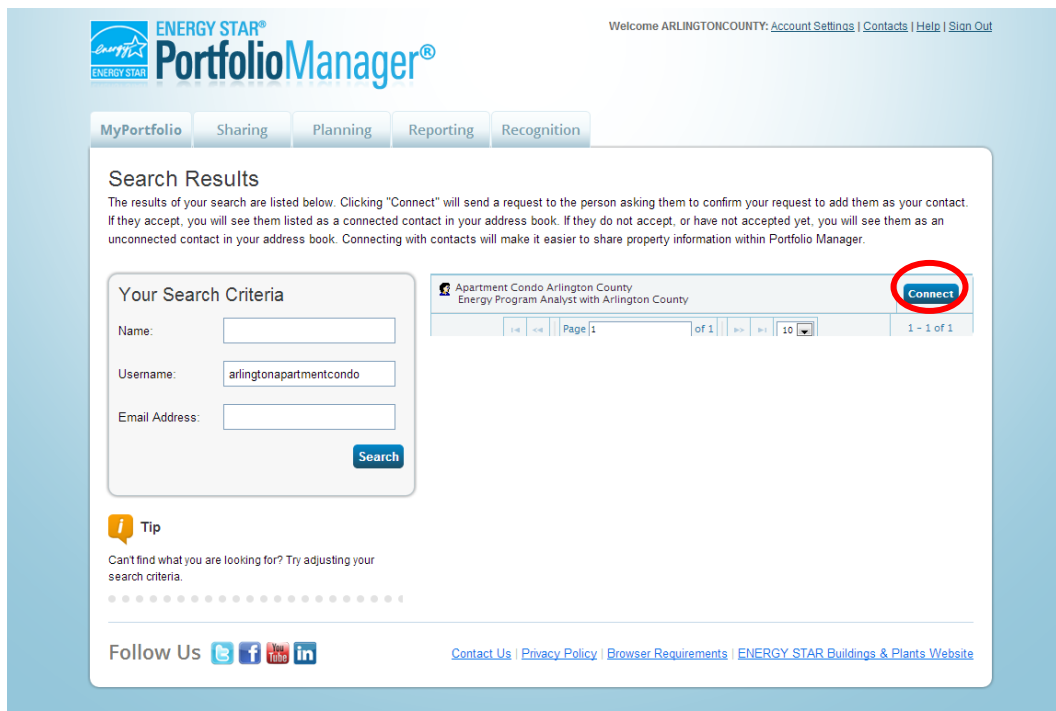
How to Share Your Facilities in Portfolio Manager

Once you've created an account through Portfolio Manager (www.energystar.gov), sharing your facility in a master account is easy. Follow the steps below to provide Arlington County access to your building(s). NOTE: If you share a facility with another user, that user will be able to see your username and e-mail address as the person who shared the facility. However, only those who have access to the master account will be able to see your information. For Site Plan projects, only Arlington County staff will be able to see your information.

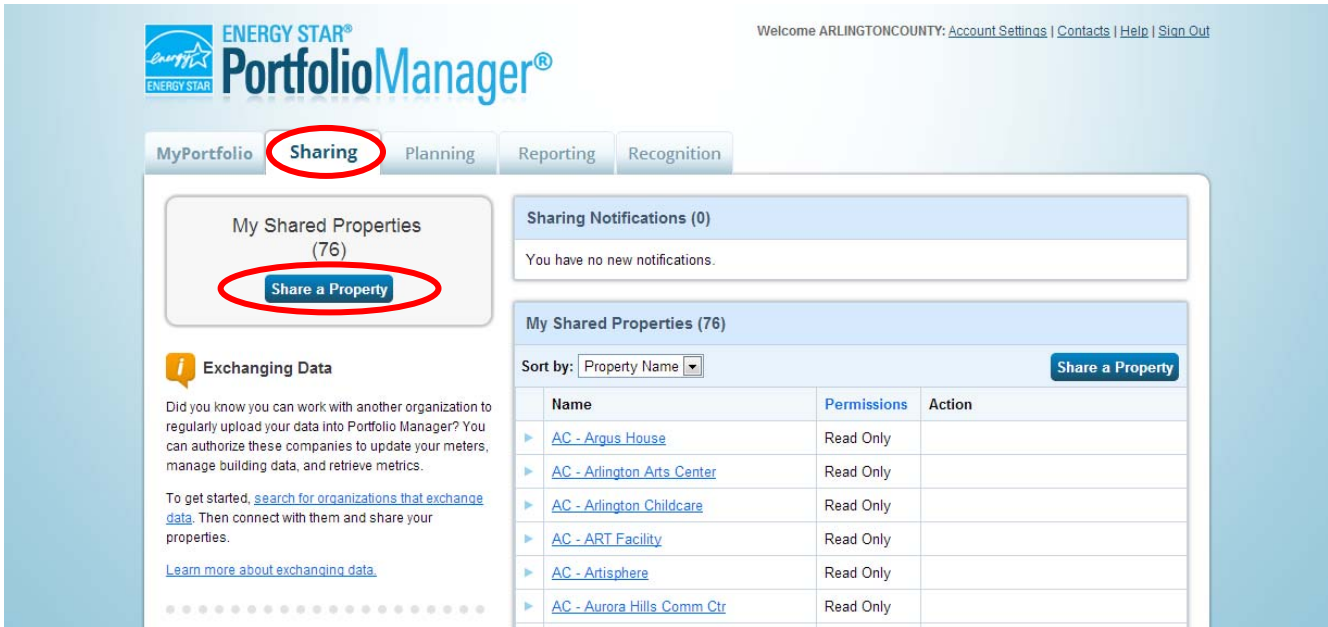
1. You can only share facilities with existing Contacts. To add Arlington as a contact, click on contacts in the top right corner, and then Add Contact.



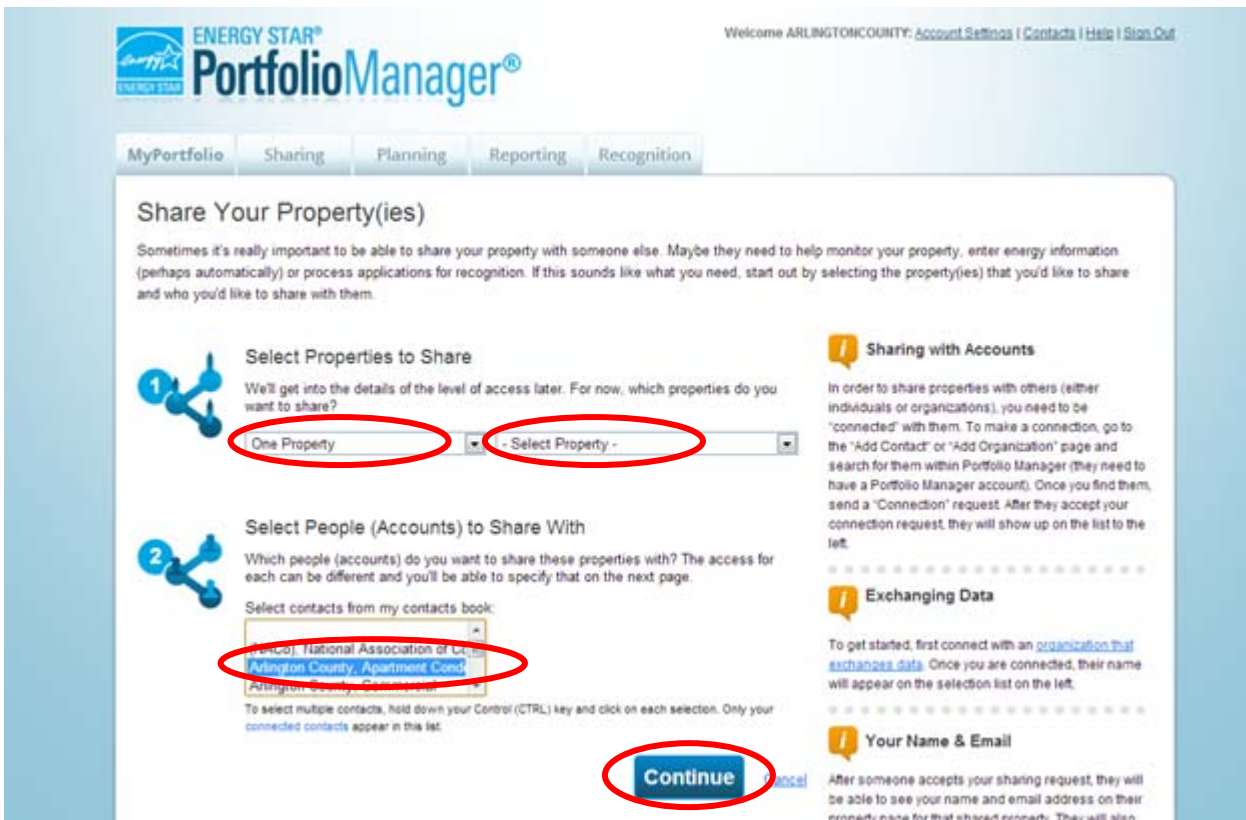
2. Search for the username "arlingtonapartmentcondo" and choose to 'Connect' with the search result. An invitation will be sent to Arlington staff to accept your request to connect. When staff has accepted, you can continue with directions to share your facility.



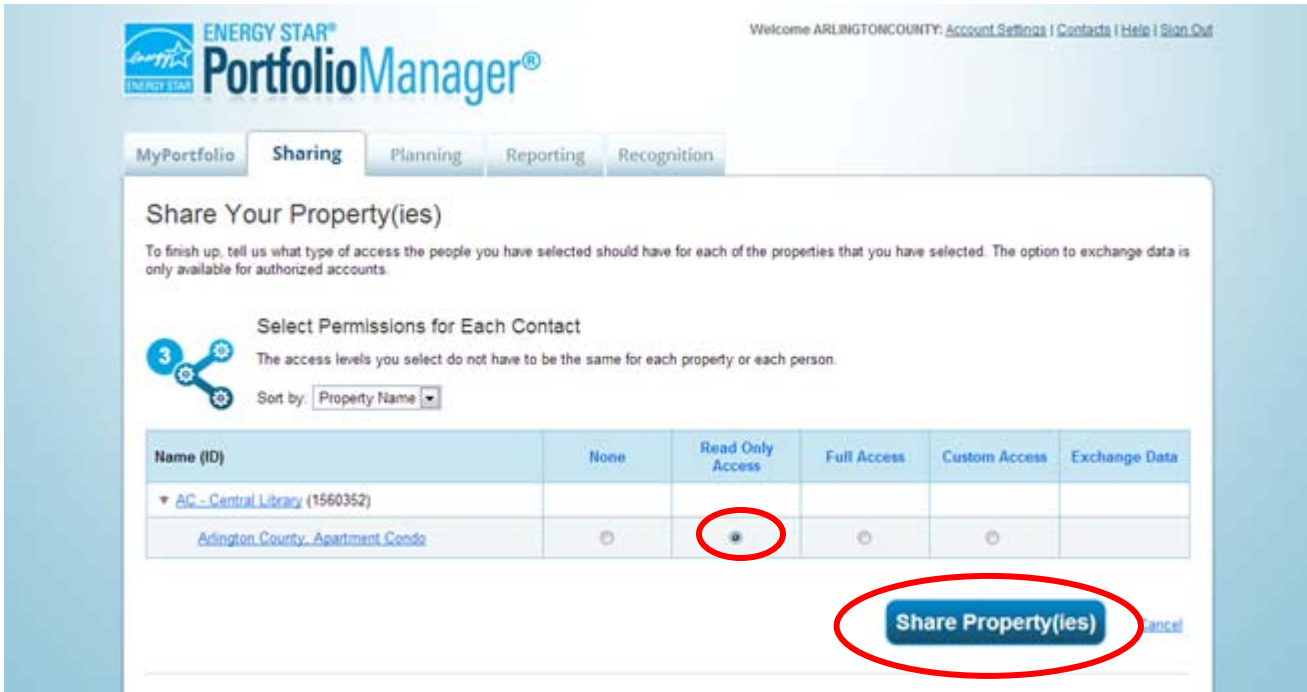
3. After your invitation to connect is accepted, select the Sharing tab. Click on Share a Property in the top left corner.



4. From the drop down list select to share One Property and select the property from your portfolio. Then, select Arlington County, Apartment Condo from the list of contacts. Click 'Continue'.



5. Select the appropriate access rights and any additional rights the user should be granted. To grant the minimum access, select 'Read Only Access'. Then click 'Share Property(ies)'.



6. You will return to the main Sharing screen, and will see a green notification that you have successfully shared your property.

