

## FREQUENTLY ASKED QUESTIONS

Processing Questions (DOB NOW, ESPM, & BEAM): Local Law 97 (LL97), Local Law 88 (LL88), Local Law 84 (LL84)

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### GENERAL QUESTIONS:

**Q1. How do I know if my building has to comply with LL97?**

A1. Please check the [Local Law 97 \(LL97\) Covered Buildings](#) List (CBL).

**Note:** This list is intended only as a reference for building owners to consider in consultation with legal representatives and RDPs.

**Q2. How do I know if my building has to comply with LL88?**

A2. Please check the [Local Law 88 \(LL88\) Covered Buildings](#) List (CBL).

**Note:** This list is intended only as a reference for building owners to consider in consultation with legal representatives and RDPs.

**Q3. How do I know if my building has to comply with LL84?**

A3. Please check the [Local Law 84 \(LL84\) Covered Buildings](#) List (CBL).

**Note:** This list is intended only as a reference for building owners to consider in consultation with legal representatives and RDPs.

**Q4. When must I submit my LL97 report?**

A4. The deadline to submit this year's LL97 compliance report is May 1, 2025, with an automatic 60-day grace period through June 30, 2025. All reports filed after June 30, 2025, must apply for an extension. Building owners have until August 29, 2025, to apply in BEAM for an extension to extend the reporting deadline to December 31, 2025.

**Owners do not need to demonstrate a contract has been executed by a particular date to apply for the extension. Owners also do not need to file an attestation to apply for an extension. With the launch of the portal, the period to submit LL97 compliance reports is effectively ten months, between March 3 and December 31 with the extension.**

For additional information, please see the March 3, 2025, [Local Law 97 of 2019 Reporting Portal Officially Launches – Opening Greenhouse Gas Emissions Compliance Reporting Window](#) Service Notice.

Multiple buildings can file a single report if they have the same owner, are on the same or adjacent BBLs, and have the same compliance pathway. The same applies to extension requests.

**Q5. What is the new deadline to file an extension for my LL97 report due in 2025?**

A5. Extensions must be filed by August 29, 2025, otherwise the reporting deadline is June 30, 2025. Any report filed after June 30, 2025, must have an extension.

**Q6. If I file a LL97 extension, what are the new filing dates for 2025?**

A6. Buildings with LL97 reports due in 2025 may file an extension until August 29, 2025. The new deadlines become:

- LL97 Report – December 31, 2025
- LL88 Report – December 31, 2025
- LL84 Report – August 29, 2025

**Q7. What are the reporting deadlines if I do not file an extension or am not eligible to file an extension because my LL97 report is not due in 2025?**

A7. Buildings that do not file for an extension have the following deadlines:

- LL97 Report – June 30, 2025
- LL88 Report – June 30, 2025
- LL84 Report – June 30, 2025

**Q8. What is the deadline to file an Article 320 or Article 321 penalty mitigation?**

A8. The deadline for submission of all tickets is the same. If an owner applies for the December 31 extension, that applies to the submission of compliance tickets as well as penalty mitigation tickets.

**Q9. What are the three-portals required for LL97 reporting?**

A9. [DOB NOW Safety](#), [Energy Star Portfolio Manager](#) (ESPM) and [Building Energy Analysis Manager](#) (BEAM).

**Q10. My building has different BBL and/or BIN information from the LL84 and LL97 CBL. Which information should I use to set up my ESPM account?**

A10. For the first reporting year, while a CBL dispute is pending, BINs/BBLs used for DOB NOW filing fee payments, ESPM and BEAM account set up must match the LL97 CBL.

CBL disputes correcting the BIN/BBL or the number of BINs/BBLs associated with your property will be incorporated after this year's reports are submitted.

**Here is how to enter data **\*\* (BIN(s) and BBL(s)) in ESPM for this first reporting year:\*\*****

- If you have a single building with multiple BINs on the LL97 CBL and at least one BIN is active:
  - Report on one active BIN (and disregard all other BIN(s))



- If you have a single building with no active BIN(s) on the LL97 CBL
  - Report using one BIN, which you believe to be the correct and disregard all other BIN(s)

You must submit a CBL dispute explaining the above. Upon acceptance of your CBL dispute, **\*\*the updated BIN and/or BBL will need to be incorporated into your building’s ESPM property profile before importing any ESPM data into BEAM.\*\*** Your ESPM data will only upload to BEAM if the BBL/BIN associated with your building in ESPM are the same as the BBL/BIN in BEAM, and the BBL/BIN in BEAM will be the information on the LL97 CBL until your CBL dispute is approved.

**Q11. I submitted a Covered Building List (CBL) Dispute updating my property’s compliance pathway, but have not heard a conclusion from DOB - how should I proceed?**

A11. If you have an active CBL Dispute regarding your compliance pathway, you should submit your report based on the compliance pathway you believe is correct, as asserted in your dispute. For reporting year 2024, no penalty will be issued for failure to report if you’ve submitted a report based on the above and your CBL Dispute is denied.

**Q12. I submitted a Covered Building List (CBL) Dispute removing a building from the covered buildings list, but have not heard a conclusion from DOB - how should I proceed?**

A12. Follow the pathway that you believe is correct, if you believe the building should be removed from the CBL and you have an open dispute with DOB, then you do not need to file a report. For reporting year 2024, no penalty will be issued for failure to report if you’ve submitted a report based on the above and your CBL Dispute is denied.

**Q13. I submitted a Covered Building List (CBL) Dispute to move a building to a future pathway, but have not heard a conclusion from DOB - how should I proceed? For example, moving a building from the CP0: Article 320 beginning 2024 pathway to the CP1: Article 320 beginning 2026 pathway**

A13. If you have an active CBL Dispute regarding your compliance pathway, you should submit your report based on the compliance pathway you believe is correct, as asserted in your dispute. For reporting year 2024, no penalty will be issued for failure to report if you’ve submitted a report based on the above and your CBL Dispute is denied.

**Q14. I have a building listed on the LL97 CBL as CP4 ([City Portfolio Reductions §28-320.1](#)) - do I have to report for LL97 and LL88?**

A14. Buildings listed on the LL97 CBL as CP4 (City Portfolio Reductions §28-320.1), are not required to submit a LL97 report with the Department of Buildings but should be in contact with the New York City Department of Citywide Administrative Services (DCAS) to confirm reporting requirements.

For LL88 compliance, if a building is listed on the LL88 CBL, then they must report with the Department of Buildings.

If you believe your building is listed under the wrong compliance pathway, BEAM ticket [01. Covered Buildings List \(CBL\) Disputes](#) may be used to dispute the inclusion or exclusion of a building on the [LL97 CBL](#), [LL84 CBL](#), [LL87 CBL](#), and [LL88 CBL](#).

**Q15. I have a single building with multiple BINs (same owner) - should I report on one or all the BINs?**

A15. Where a single building has multiple BINs, filing should be submitted for one BIN only – there is no need to file multiple times for each BIN. Additionally, a single building should not be filed as a campus.

**Q16. If I have a single building with multiple BINs (same owner), how do I choose which BIN to report on?**

A16. The building owner and/or the service provider should use their discretion to choose a BIN that they believe to be appropriate. You should report on an active BIN, if listed on the LL97 CBL. Any obsolete BINs listed on the LL97 CBL should be identified in the CBL dispute ticket and not used as the BIN for reporting, unless it is the only BIN listed for that building on the CBL (in this case, the BIN will be updated for future reporting years).

**Q17. If I have a single building with multiple BINs and should report on one BIN, what will my filing fee be?**

A17. Depending on which definition of “covered building” is applicable for the building in question, the following DOB NOW filing fees would apply:

**Article 320:**

- “Article 320 Simple Report”, if “none” is selected: **\$210.00 filing fee**
- “Annual building emissions report” includes:
  - “Article 320 Complex Report”, if **any** (you may select more than one) of the items below are selected: **\$615.00 filing fee.**
    - Shares Energy Service (*not applicable for a single building*) **or**
    - Time of Use Methodology **or**
    - Distributed Energy Resources (i.e., solar, storage, fuel cell) **or**
    - Beneficial Electrification **or**
    - Qualified generation facilities **or**
    - None (*only for Article 320 Simple Report*)

**Article 321:**

- “Compliance Report - Energy Compliant Building or Prescriptive Energy Conservation Measures” includes:
  - Performance-based pathway showing compliance with 2030 emissions limits (**\$210.00 filing fee**) *OR*

- Prescriptive pathway demonstrating installation of Prescriptive Energy Conservation Measures (PECMs) (**\$210.00 filing fee**)

**Note, there are additional fees if your building is applying for a 320.7 adjustment or penalty mitigation.**

**Q18. What is a “combined report”?**

- A18. Combined reports (also known as a “single report”) are when multiple buildings report together under a single filing fee. According to 1 RCNY §103-14(b)(4) and 1 RCNY §103-17(b), combined reports are possible when buildings:
- I. have the same owner.
  - II. are on the same lot or adjacent lots; and
  - III. follow the same LL97 compliance pathway.

Note, combined reports are applicable for the initial compliance period (CY2024-29) only. If the buildings **do not share energy service**, the combined report must show separate emissions / emissions limit calculations for each building, with compliance assessed individually.

For additional information on “combined reports”, please see the [Article 320 Information Guide](#), [Article 321 Filing Guide](#) and [Combined Reports](#) presentation.

**Q19. When may I use aggregate calculations?**

- A19. Aggregate calculations may be used in a “combined report” only if the buildings **share energy service**. If the building share energy service, it is permissible to aggregate the emissions / emissions limit calculations into a total number, with compliance assessed as though the group of buildings is one big building.

For additional information on when to use “aggregate calculations”, please see the [Article 320 Information Guide](#), [Article 321 Filing Guide](#) and [Combined Reports](#) presentation.

**Q20. How can I submit a “combined report”?**

- A20. All buildings listed on the LL97 Covered Buildings List are required to submit a LL97 report through the [BEAM reporting platform](#).

Combined reports must still show separate calculations for each building’s emissions and emissions limit calculations, UNLESS the buildings also share energy service, in which case such buildings’ emissions and emissions limit calculations may be aggregated.

If the buildings do not share energy services and you are not filing aggregated emissions calculations, please submit BEAM ticket [04. LL97 Building Emissions Limit & RDP Attestation \(Article 320\)](#) for each building.

If the buildings are filing together as an aggregate submission, please submit BEAM ticket [15. Aggregate Emissions and Emissions Limit Attestation](#) for aggregated emissions report.

**Q21. What is the filing fee for a “combined report”?**

**A21. Article 320: For a “combined report”, the DOB NOW filing fee for a “Article 320 Complex Report” of \$615.00 would apply.**

“Annual building emissions report” includes:

- “Article 320 Complex Report”, if **any** (you may select more than one) of the items below are selected: **\$615.00 filing fee.**
  - i. Shares Energy Service (*not applicable for a single building*) **or**
  - ii. Time of Use Methodology **or**
  - iii. Distributed Energy Resources (i.e., solar, storage, fuel cell) **or**
  - iv. Beneficial Electrification **or**
  - v. Qualified generation facilities **or**
  - vi. None (*only for Article 320 Simple Report*)

**Article 321: For a “combined report”, the DOB NOW filing fee for a “Article 321 Compliance Report” of \$210.00 would apply.**

“Compliance Report - Energy Compliant Building or Prescriptive Energy Conservation Measures” includes:

- Performance-based pathway showing compliance with 2030 emissions limits (**\$210.00 filing fee**) *OR*
- Prescriptive pathway demonstrating installation of Prescriptive Energy Conservation Measures (PECMs) (**\$210.00 filing fee**). Separate [templates](#) per building are still required

For additional information on “combined reports”, please see the [Article 320 Information Guide](#), [Article 321 Filing Guide](#) and [Combined Reports](#) presentation.

**Q22. My campus shares energy with buildings that are not on the CBL - how should I set up my ESPM account to have the energy data pull over?**

**A22.** Please reach out to [BEAM\\_LL97@buildings.nyc.gov](mailto:BEAM_LL97@buildings.nyc.gov) so we may review your specific building scenario.

For additional information, please see the [Article 320 Information Guide](#) and [Combined Reports](#) presentation.

**Q23. Do I still need to pay for a complex report in DOB NOW if my campus shares energy with a building that is not on the CBL?**

A23. Yes, you must pay for a “complex report” in DOB NOW if your campus shares energy with buildings that are not on the CBL. The DOB NOW filing fee for a “Article 320 Complex Report” is **\$615.00**.

**Q24. Are Local Law 88 (LL88) penalties per Borough-Block-Lot (BBL) or per Building Identification Number (BIN)?**

A24. LL88 penalties are assessed per BIN.

**Q25. How will estimated utility data submitted by utility providers through ENERGY STAR Portfolio Manager (ESPM) be assessed?**

A25. Estimated utility consumption data is acceptable for LL84 and LL97 submissions.

While these estimates may be automatically updated to actual values at any time, the Bureau will consider the data final for assessment purposes as of the report submission date.

Con Edison will automatically notify [Building Energy Usage Portal](#) (BEUP) customers via email when an estimated consumption value is updated to an actual value. No further action is required from the customer when an estimate is updated unless a property experiences a significant change in consumption data (> 10%). In that case, building owners will be required to submit supporting documentation from Con Edison verifying the data update. Please send any such correspondence to [BEAM\\_LL97@buildings.nyc.gov](mailto:BEAM_LL97@buildings.nyc.gov) with the subject line: “**Con Edison Estimated Data Update.**”.

**Q26. What steps do I need to take to submit a Local Law 97 (LL97) compliance report?**

A26. **Step #1: [DOB NOW SAFETY](#):**

- Create a DOB NOW account, if one does not already exist.
- Once you are logged in to the DOB NOW filing fee payment portal, complete all applicable questions and pay applicable LL97 DOB NOW Filing Fee (*Data transfers to BEAM nightly*).
- For more details on this process, including creating an account, please refer to the [DOB NOW User Guide](#).
- **Note(s):**
  - If you pay via e-check, the payment must clear before you can view your building in BEAM, which can take up to 10 business days.

- “Pre-filing” applications will not be transferred to BEAM. Please make sure to hit submit in DOB NOW.

**Step #2: [Energy Star Portfolio Manager](#) (ESPM):**

- Create an ESPM account, if one does not already exist.
- Share ESPM Property Information with NYC GOVLL84 (Data transfers to BEAM nightly).
- For more details on this process, including creating an account, please refer to the [ESPM User Guide](#).

**Step #3: [Building Energy Analysis Manager](#) (BEAM) Reporting Portal.**

- Create a BEAM account, using the email address(es) entered in DOB NOW.
- Confirm Information in the Building Inventory & Submit applicable LL97 ticket.
- For more details on this process, including creating an account, please refer to the [BEAM User Guide](#).

Once a LL97 payment is made through DOB NOW and the ESPM data is shared with NYC GOVLL84, the information tied to the Borough-Block-Lot (BBL) and Building Identification Number (BIN) will populate in the BEAM Reporting Portal under the building inventory.

The three email addresses entered in DOB NOW will be the only ones initially authorized to view the building profile in the BEAM Reporting Portal. Once the building owner is in BEAM, they can use “[Submit a 14. BEAM Account Update Users](#)” ticket to add additional users.

Please note that the process related to the three portals involve multiple steps, with data transfers that do not happen automatically. Keep in mind that any issues, such as difficulties with account creation or data entry errors, may result in delays.

If you have successfully completed steps 1, 2 & 3 outlined above, you will be able to review the building’s data in the building inventory. Once you view the information, then determine which ticket to select, complete the necessary information in the ticket (including the DOB NOW payment confirmation number), and submit the relevant BEAM ticket. The Department will communicate any comments with your submission through the BEAM portal.

**DOB NOW ACCOUNT QUESTIONS:**

For more details on creating a DOB NOW account, please refer to the [DOB NOW User Guide](#).

The three email addresses entered in DOB NOW will be the only ones initially authorized to view the building profile in the BEAM Reporting Portal. Once the building owner is in BEAM, they can use "[Submit a 14. BEAM Account Update Users](#)" ticket to add additional users.

**Q1. Which three email addresses should be entered in DOB NOW?**

A1.

1. Owner (required)
2. Owner Representative (optional)
3. Service Provider (optional)
  - a. Registered Design Professional (RDP)/Retro-Commissioning Agent (RCxA) (Local Law 97)
  - b. Registered Design Professional (RDP)/Licensed Master Electrician/Licensed Special Electrician (Local Law 88)

The service provider refers to the professional hired by the building owner, which may be a Registered Design Professional or Retro-Commissioning Agent.

Note, the Owner's Representative and the Service Provider may be the same.

**Q2. Is there a limitation on the number of BINs I can enter in DOB NOW?**

A2. The DOB NOW system is currently limited to 75 BINs per transaction. Please note, this is an update from the previous limitation of 25 BINs per transaction.

**Q3. What if I have more than 75 BINs on my BBL and I am not able to proceed in DOB NOW?**

A3. Please contact [BEAM\\_LL97@buildings.nyc.gov](mailto:BEAM_LL97@buildings.nyc.gov), so we may review your specific scenario.

**Q4. Is there a way to "bulk" upload multiple payments in DOB NOW?**

A4. This feature is currently not built into the DOB NOW system.

**Q5. I am having difficulty viewing all my payments in DOB NOW, is there a way to view all my activities?**

A5. If you are having difficulty viewing your payments in DOB NOW, please contact [BEAM\\_LL97@buildings.nyc.gov](mailto:BEAM_LL97@buildings.nyc.gov), so we may work with you to provide this information.

**Q6. How do I make an extension request?****A6. Step #1: DOB NOW: Pay the Extension filing fee of \$60.**

- **Article 320:** In DOB NOW, after selecting Article 320 and “No” for “Will you be filing a compliance report in the LL97 Reporting Portal?”, the extension prompt will appear.
- **Article 321:** In DOB NOW, after selecting Article 321 and “No” for “Will you be filing a compliance report in the LL97 Reporting Portal?”, the extension prompt will appear.

**Notes:**

1. DOB NOW requires different transaction per filing fee.
2. An owner may pay for a LL97 compliance report fee first and then the LL97 extension request fee or vice versa.
3. Where an owner is subject to LL97 AND LL88:
  - a. Fees are combined and LL88 and LL97 submissions follow the same deadline
    - i. i.e. If you have an extension for LL97 through December 31, your LL88 report is also due December 31
4. Where an owner is subject to LL88 but not LL97 this year:
  - a. LL88 submission is due 5/1, with a grace period until 6/30
  - b. There is no further extension opportunity

**Step #2: BEAM: Submit applicable BEAM ticket**

You must submit an individual [03. LL97 Extension Request](#) ticket in BEAM for each of the BINs you are reporting. Each submission requires an attestation signed by the Registered Design Professional (RDP) and the owner.

If you are submitting a campus, you must submit an individual [03. LL97 Extension Request](#) ticket in BEAM for each of the BINs you are reporting in the campus and use the same DOB NOW Payment Confirmation Number for each request.

**Q7. Do I have to pay for a Local Law 88 (LL88) filing fee if I already paid for a LL97 filing fee?**

A7. For buildings that are filing for both LL88 and LL97 in 2025, only a LL97 fee payment is required. The LL97 Payment Confirmation number should be used in BEAM to file the LL88 report.

**Q8. How do I submit a filing fee for Local Law 88 (LL88)?**

A8. For buildings that are filing only for LL88 in 2025, only a LL88 fee payment is required. The filing fee for LL88 (Article 310 & Article 311) is \$115.00.

For additional information on the LL88 reporting process please review the [LL88 Sub-Metering \(Article 311\) User Guide](#) and [LL88 Lighting \(Article 310\) User Guide](#).

**Q9. What is a “simple report”?**

A9. A “simple report” pertains to an individual building with a single Building Identification Number (BIN) reporting compliance with the annual GHG emissions limit pursuant to Article 320 of LL97. This report does not include any deductions and alternatives for calculating annual building emissions.

**Q10. What is the DOB NOW filing fee for a “simple report”?**

A10. The DOB NOW filing fee for a “simple report”(also known as “annual building emissions report (28-320.3.7; RCNY 103-14(b))”) is **\$210.00**.

To file a “simple report” in BEAM, please review, complete, and submit ticket [04. LL97 Building Emissions Limit & RDP Attestation \(Article 320\)](#).

**Q11. What is a “complex report”?**

A11. A “complex report” pertains to an individual building with a single Building Identification Number (BIN) and includes deductions, alternative coefficients, or alternative methodologies for calculating annual building emissions:

**Deductions:**

- Distributed Energy Resources
  - onsite solar, offsite solar, onsite storage, or offsite storage
- Fuel Cells (Pre 1/19/2023)
- Beneficial Electrification (metered or deemed)

**Alternative Coefficients:**

- Shared Energy System (campus style system or campus style electric-system)
- Time of Use Methodology (Fuel Cells: Post 1/19/2023)
- Biofuel or alternative fuel.

**Alternative Methodology:**

- Cogeneration (permitted prior 9/1/2024)

**Q12. What is the DOB NOW filing fee for a “complex report”?**

A12. The DOB NOW filing fee for a “Article 320 Complex Report” is **\$615.00**.

To file a “Article 320 Complex Report” in BEAM, please review, complete and, submit ticket [04. LL97 Building Emissions Limit & RDP Attestation \(Article 320\)](#) and then ticket [06. LL97 Deductions and Alternatives to Calculating Annual Building Emissions \(Article 320 and Article 321\)](#).

Note, submitting a [combined report](#) will also trigger the "Complex Reports" filing fee of \$615.

**Q13. In DOB NOW, after selecting Article 320 and “Yes” for “Will you be filing a compliance report in the LL97 Reporting Portal?”, and selecting the report year, the following types of Article 320 Compliance reports will appear:**

- **Annual building emissions report (28-320.3.7; RCNY 103-14(b))**
- **Good Faith Efforts report (RCNY 103-14(i)(2))**
- **Unexpected or Unforeseeable Event (RCNY 103-14(i)(1))**

**What does each selection mean?**

A13.

**1. “Annual building emissions report”:**

a. “Annual building emissions report” includes:

- i. “Article 320 Simple Report”, if “none” is selected: **\$210.00 filing fee**
- ii. “Article 320 Complex Report”, if **any** (you may select more than one) of the items below are selected: **\$615.00 filing fee.**
  - 1. Shares Energy Service (*not applicable for a single building*) **or**
  - 2. Time of Use Methodology **or**
  - 3. Distributed Energy Resources (i.e., solar, storage, fuel cell) **or**
  - 4. Beneficial Electrification **or**
  - 5. Qualified generation facilities **or**
  - 6. None (*only for Article 320 Simple Report*)

**2. “Good Faith Efforts report”: \$950.00 filing fee**

a. The “Good Faith Efforts report” filing fee is in addition to the “Annual building emissions report” filing fee:

- i. Article 320 “Simple Report” (**\$210.00 filing fee**) + “Good faith Effort” (**\$950.00 filing fee**) = **\$1,160 filing fee** *OR*
- ii. Article 320 “Complex Report” (**\$615.00 filing fee**) + “Good faith Effort” (**\$950.00 filing fee**) = **\$1,565 filing fee**

**3. “Unexpected or Unforeseeable Event”: \$60.00 filing fee**

a. An “Article 320 Unexpected or Unforeseeable Event” filing fee may be filed on its own.

To file an “Article 320 Simple Report” in BEAM, please review, complete, and submit ticket [04. LL97 Building Emissions Limit & RDP Attestation \(Article 320\)](#).

To file an “Article 320 Complex Report” in BEAM, please review, complete, and submit tickets:

1. [04. LL97 Building Emissions Limit & RDP Attestation \(Article 320\)](#) &
2. [06. LL97 Deductions and Alternatives to Calculating Annual Building Emissions \(Article 320 and Article 321\)](#).

To file an “Article 320 Good Faith Efforts Report” in BEAM, please review, complete, and submit tickets:

1. [04. LL97 Building Emissions Limit & RDP Attestation \(Article 320\)](#) &
  2. [08. LL97 Penalty Mitigation \(Article 320\)](#)
- OR*
1. [04. LL97 Building Emissions Limit & RDP Attestation \(Article 320\)](#) &
  2. [06. LL97 Deductions and Alternatives to Calculating Annual Building Emissions \(Article 320 and Article 321\)](#) &
  3. [08. LL97 Penalty Mitigation \(Article 320\)](#)

To file an “Article 320 Unexpected or Unforeseeable Event” in BEAM, please review, complete, and submit ticket [08. LL97 Penalty Mitigation \(Article 320\)](#). Note, an “Article 320 Unexpected or Unforeseeable Event” does not require the submission of any other BEAM tickets.

**Q14. Do I need to have paid for an “Annual building emissions report” before I submit an “Article 320 Good Faith Efforts” report?**

A14. There are two options:

**Option #1:** Pay two separate transactions in DOB NOW.

- “Article 320 Annual building emissions report” (Simple or Complex filing fee) &
- “Article 320 Good Faith Efforts”

**Option #2:** Pay one single transaction in DOB NOW, selecting both the Article 320 Annual building emissions report” (Simple or Complex filing fee) and “Article 320 Good Faith Efforts”.

**Q15. In DOB NOW, an “Article 320 Complex Report” does not include an option for Electric Vehicle (EV) Charger or Cell Tower Projects, but I want to apply these deductions to my submission. What fee should I pay in DOB NOW?**

A15. Buildings with Electric Vehicle (EV) Charger or Cell Tower Projects deductions should file an Article 320 “Simple Report” (**\$210.00 filing fee**) in DOB NOW and submit ticket [04. LL97 Building Emissions Limit & RDP Attestation \(Article 320\)](#) and then ticket [06. LL97](#)

[Deductions and Alternatives to Calculating Annual Building Emissions \(Article 320 and Article 321\)](#) in BEAM.

**Q16. What is a “LL97 Compliance Report (Article 321)”?**

- A16. A “LL97 Compliance Report (Article 321)” refers to covered buildings as defined by Article 321 and can demonstrate compliance with either:
- §28-321.2.1, Energy compliant buildings (Performance-based pathway showing compliance with 2030 emissions limits), *OR*
  - §28-321.2.2 Prescriptive Energy Conservation Measures (Prescriptive pathway demonstrating installation of PECMs).

**Q17. What is the DOB NOW filing fee for a “LL97 Compliance Report (Article 321)”?**

- A17. The DOB NOW filing fee for a “LL97 Compliance Report (Article 321)” (also known as “Compliance Report - Energy Compliant Building **or** Prescriptive Energy Conservation Measures (28-321.3; RCNY 103-17(b)(1))”) is **\$210.00**.

To file “LL97 Compliance Report (Article 321)” in BEAM, please submit ticket [05. LL97 Compliance Report \(Article 321\)](#). If “Performance-based pathway via 2030 emissions limits” is selected and deductions and alternatives are applicable, please also submit ticket [“06. LL97 Deductions and Alternatives to Calculating Annual Building Emissions \(Article 320 and Article 321\).”](#)

**Q18. In DOB NOW, after selecting Article 321 and “Yes” for “Will you be filing a compliance report in the LL97 Reporting Portal?”, and selecting the report year, the following types of Article 321 Compliance reports will appear:**

- **Compliance Report - Energy Compliant Building or Prescriptive Energy Conservation Measures (28-321.3; RCNY 103-17(b)(1))**
- **Mediated resolution (RCNY 103-17(g))**
- **Unexpected or Unforeseeable Event (RCNY 103-17(f)(1))**
- **Eligible Energy Conservation Alteration Project (RCNY 103-17(f)(2))**

**What does each selection mean?**

A18.

1. **“Compliance Report - Energy Compliant Building or Prescriptive Energy Conservation Measures”:**
  - a. Performance-based pathway showing compliance with 2030 emissions limits (**\$210.00 filing fee**) *OR*
  - b. Prescriptive pathway demonstrating installation of Prescriptive Energy Conservation Measures (PECMs) (**\$210.00 filing fee**)

2. **“Mediated resolution”**: **\$800.00 filing fee**
  - a. The “Mediated resolution” filing fee is in addition to the “Compliance Report - Energy Compliant Building or Prescriptive Energy Conservation Measures” filing fee:
    - i. “Performance-based pathway showing compliance with 2030 emissions limits” (**\$210.00 filing fee**) + “Article 321 Mediated Resolution” (**\$800.00 filing fee**) = **\$1,010 filing fee**
    - ii. “Prescriptive pathway demonstrating installation of Prescriptive Energy Conservation Measures (PECMs)” (**\$210.00 filing fee**) + “Article 321 Mediated Resolution” (**\$800.00 filing fee**) = **\$1,010 filing fee**
3. **“Unexpected or Unforeseeable Event”**: **\$60.00 filing fee**
  - a. An Article 321 Unexpected or Unforeseeable Event filing fee may be filed on its own.
4. **Eligible Energy Conservation Alteration Project**: **\$210.00 filing fee**
  - a. An Article 321 Eligible Energy Conservation Alteration filing fee may be filed on its own.

To file an “Article 321 Compliance Report” in BEAM, please review, complete, and submit tickets:

1. [05. LL97 Compliance Report \(Article 321\)](#)
2. [06. LL97 Deductions and Alternatives to Calculating Annual Building Emissions \(Article 320 and Article 321\)](#) (*Only use this ticket if following the “Performance-based pathway showing compliance with 2030 emissions limits” and applying deductions.*)

To file an “Article 321 Mediated Resolution” in BEAM, please review, complete and, submit tickets:

1. [05. LL97 Compliance Report \(Article 321\)](#) &
  2. [09. LL97 Penalty Mitigation \(Article 321\)](#)
- OR*
1. [05. LL97 Compliance Report \(Article 321\)](#) &
  2. [06. LL97 Deductions and Alternatives to Calculating Annual Building Emissions \(Article 320 and Article 321\)](#) (*Only use this ticket if following the “Performance-based pathway showing compliance with 2030 emissions limits” and applying deductions.*) &
  3. [09. LL97 Penalty Mitigation \(Article 321\)](#).

To file an “Article 321 Unexpected or Unforeseeable Event” in BEAM, please review, complete and, submit ticket [09. LL97 Penalty Mitigation \(Article 321\)](#). Note, an “Article 321 Unexpected or Unforeseeable Event” does not require the submission of any other BEAM tickets.

To file an “Article 321 Eligible Energy Conservation Alteration Project” in BEAM, please review, complete and, submit ticket [09. LL97 Penalty Mitigation \(Article 321\)](#). Note, an “Article 321 Eligible Energy Conservation Alteration Project” does not require the submission of any other BEAM tickets.

**Q19. Can I apply deductions and alternative coefficients to an Article 321 building?**

A19. Yes, deductions and alternatives are only applicable to buildings submitting “Article 321 Compliance Report - Energy Compliant Building” (2030 emissions limits) reports. In BEAM, first submit ticket [05. LL97 Compliance Report \(Article 321\)](#) and then submit ticket [06. LL97 Deductions and Alternatives to Calculating Annual Building Emissions \(Article 320 and Article 321\)](#). You may enter the DOB NOW payment confirmation number associated with your Article 321 “Compliance Report - Energy Compliant Building” fee in the BEAM deductions ticket.

**Q20. What is the filing fee for an “Article 321 Compliance Report - Energy Compliant Building” (also known as performance-based pathway showing compliance with 2030 emissions limits) that includes deductions and alternatives to calculating annual building emissions?**

A20. The standard LL97 filing fee for a “Article 321 Compliance Report - Energy Compliant Building” (2030 emissions limits) that includes deductions and alternatives to calculating annual building emissions, is **\$210.00**. There is no additional DOB NOW filing fee.

**Q21. Do I need to have paid for an “Article 321 Compliance Report” before I submit an “Article 321 Mediated resolution”?**

A21. There are two option:

**Option #1:** Pay two separate transactions in DOB NOW.

- “Article 321 Compliance Report - Energy Compliant Building or Prescriptive Energy Conservation Measures” &
- “Article 321 Mediated Resolution”

**Option #2:** Pay one single transaction in DOB NOW, selecting both the “Article 321 Compliance Report - Energy Compliant Building or Prescriptive Energy Conservation Measures” and “Article 321 Mediated Resolution”.

**Q22. What owner types are fee exempt?**

A22. The following owner types are fee exempt:

1. Buildings owned by a not-for-profit corporation that are used exclusively for educational, charitable, and/or religious purposes, OR
2. Buildings owned by a Federal, State, City, or foreign government.

While the fee-exempt owner types in the DOB NOW LL97 and LL88 filing fee portal are exempt from payment, they still must complete all applicable DOB NOW filing fee steps for the BBL in question. By accessing the DOB NOW system and completing these steps, they will acquire the Payment Confirmation Number to be entered in the BEAM Reporting Portal.

**Please note, if a fee exempt owner type is selected, the NYC Department of Finance Property Information must indicate that the Tentative or Final Assessment Roll assessed value is zero.** Go to [nyc.gov/nycproperty](http://nyc.gov/nycproperty) to print proof of exemption and upload it in the Reporting Portal with your report.

To demonstrate exemption from the DOB filing fees, please review, complete and submit ticket [13. Verify Fee Exempt Status](#) in BEAM.

**Q23. In DOB NOW, how do I pay for the “Article 320.7 Adjustments”?**

- A23. First you must pay the applicable LL97 compliance report filing fee in DOB NOW and submit the applicable BEAM ticket. Then in a separate DOB NOW transaction please select the following:
1. "No" for Will you be filing a compliance report in the LL97 Reporting Portal?
  2. "No" for Are you submitting a 120-day extension request to file a compliance report in the LL97 Reporting Portal?
  3. "Yes" for Will you be filing an Article 320.7 adjustment application in the LL97 Reporting Portal?

**Q24. What are the filing fees for the Article 320.7 Adjustments?**

- A24. Filing fees for application for adjustment to the annual building emissions limit pursuant to 28-320.7 include:
- External constraints pursuant to RCNY § 103-12(b): \$3,540
  - Financial constraints pursuant to RCNY § 103-12(c)(3): \$690
  - Financial constraints pursuant to RCNY § 103-12(c)(4): \$300

To file for a 320.7 Adjustment in BEAM, please first complete and submit the applicable LL97 compliance report BEAM ticket and then complete and submit ticket [10. LL97 Application for §320.7 Adjustment \(Article 320 and Article 321\)](#).

**Q25. I submitted the wrong information in my DOB NOW filing fee - what should I do?**

- A25. To request a LL88 and /or LL97 DOB NOW Filing Fee Refund, please email [LL97Refunds@buildings.nyc.gov](mailto:LL97Refunds@buildings.nyc.gov) with a description of the reason(s) for your refund and include the following information:

1. Completed Refund Request Form (RF-1)
  - a. [RF1 Form](#) - Refer to [RF-1 Instructions](#)
2. Bank Statement showing withdrawal on the day of filing fee
3. Copy of receipt of payment made to NYC Dept of Buildings
  - a. If paid by check – picture of front and back of cashed check or bank statement illustrating payments made to NYC Dept of Buildings
  - b. If paid by credit card – credit card statement illustrating payments made to NYC Dept of Buildings
  - c. If paid by Venmo/PayPal – screenshot of statement illustrating payments made to NYC Dept of Buildings

Please note the refund process may take several weeks to be processed, in the interim we encourage you to resubmit a new filing fee payment with the corrected information in order to submit your report.

**ENERGY STAR PORFOLIO MANAGER (ESPM) QUESTIONS:****ESPM Connection**

For Article 320 and Article 321 (2030 Pathway), an ESPM connection must be established via **property sharing with NYC GOVLL84**. When you share your ESPM data with NYC GOVLL84, this data is transferred to BEAM on a nightly basis and the building inventory data will populate into your BEAM Account by the BIN and BBL indicators provided in ESPM. Note that once the data is successfully transferred into BEAM, the data and the email addresses associated with the account are viewable to DOB.

Detailed Instructions on how to property share with NYC GOVLL84 can be found on the [ESPM User Guide](#)

Detailed instructions of the entire process can be found on the [Knowledgebase](#)

**Q1. My ESPM data is not connecting to BEAM - what do I do?**

A1. If your ESPM data is not connecting to BEAM, it is because there are errors related to the **Borough, Block and Lot (BBL) or Building Identification Number (BIN)**:

- Missing Standard ID – Both BBL and BIN must be included in the Standard IDs section on ESPM. If you do not know your BBL or BIN, please look it up on the [Local Law 97 Covered Buildings List](#).
- Incorrect Format - BBLs must be 10 numerical digits, **including any leading zeros** for the block and lot (i.e. 1012340678). BINs must be 7 numerical digits (i.e. 1234567). Multiple BINs or BBLs must be separated by semicolon. There should be no dashes, spaces, or other characters within the digits.
- Incorrect BIN or BBL number - Your BBL and BIN must match the BBL and BIN listed in the [Local Law 97 Covered Buildings List](#). If you have verified the BBL and BIN matches the CBL, please check for typographical errors. If you believe your BBL and BIN are not on the LL97 CBL, please email [BEAM\\_LL97@buildings.nyc.gov](mailto:BEAM_LL97@buildings.nyc.gov).

If you have confirmed that these errors are not applicable to your ESPM account, please email [BEAM\\_LL97@buildings.nyc.gov](mailto:BEAM_LL97@buildings.nyc.gov).

**Q2. What if I have more than 25 BINs on my BBL how should I proceed in ESPM?**

A2. Please contact [BEAM\\_LL97@buildings.nyc.gov](mailto:BEAM_LL97@buildings.nyc.gov), so we may review your specific scenario.

**Q3. I need to file for LL88 compliance - do I need to submit benchmarking information?**

A3. While Benchmarking data is not needed for LL88 compliance, it is required for LL97 compliance.

**Q4. When is my benchmarking report submitted?**

A4. For a receipt of timely submission, the ESPM data must successfully transfer into the [BEAM](#) platform.

To ensure that your property meets the benchmarking requirements, please share your property with the City in [Energy Star Portfolio Manager](#) (ESPM) at least 15 business days prior to the benchmarking deadline.

**Q5. I have gotten a few different ESPM emails from BEAM. What does each email mean?**

A5.

**1. NYC Building Sustainability Laws: ESPM Account Share Accepted:**

a. Confirmation that account share request has been received by NYC Department of Buildings (NYCGOVLL84).

**2. ESPM Property Share Request Accepted by NYC Department of Buildings**

a. Email confirming that the NYC Department of Buildings (NYCGOVLL84) has received and accepted your property share request.

**3. NYC Building Sustainability Laws: 2024 ESPM Property Share Received for BBL or BIN Error for Property ID: PMID**

a. Email confirming property share has been received by the NYC Department of Buildings & submission of NYC Benchmarking Law (Article 309 of Chapter 3 of Title 28 of the NYC Administrative Code). If needed, we will communicate about data quality or compliance issues.

**Q6. How can I confirm that my property's benchmarking report has been submitted?**

A6. After you've completed all the [property sharing steps](#) in [Energy Star Portfolio Manager](#) (ESPM) and the data has successfully transferred into BEAM, the ESPM property data administrator and any associated BEAM contacts will receive a confirmation email from [BEAM\\_LL97@buildings.nyc.gov](mailto:BEAM_LL97@buildings.nyc.gov) with the subject line "NYC Building Sustainability Laws: 2024 ESPM Property Share Received for BBL or BIN Error for Property ID: PMID". This confirmation email will serve as proof of the benchmarking submission.

This email communication is also viewable in the BEAM platform. To access the email, go to the building inventory and click on the little "i" icon to go to the building details page. Then, select Communications on the upper tab to view all emails associated with your property.

**Q7. I did not receive any confirmation emails from [BEAM\\_LL97@buildings.nyc.gov](mailto:BEAM_LL97@buildings.nyc.gov). What does this mean?**

A7. The [Property Data Administrator](#) in ESPM will receive the initial automated email notifications from [BEAM\\_LL97@buildings.nyc.gov](mailto:BEAM_LL97@buildings.nyc.gov). The property data administrator's email in ESPM must belong to either the Owner or the Owner's Representative.

If your property is subject to LL97 and LL88, the property data administrator must be one of the three email addresses (owner, owner's rep, or service provider) entered in [DOB NOW](#) for the filing fee payment. The three email addresses entered in DOB NOW will serve as the only email addresses to initially view the building profile in [BEAM](#).

Once in BEAM, the building owner will be able to add additional users to view their building profile by submitting ticket [14. BEAM Account Update Users](#).

**Q8. If I am the Property Data Administrator and did not receive any confirmation emails from [BEAM\\_LL97@buildings.nyc.gov](mailto:BEAM_LL97@buildings.nyc.gov). What should I do?**

A8. If you are Property Data Administrator and did not receive any ESPM BEAM emails, please reach out to [BEAM\\_LL97@buildings.nyc.gov](mailto:BEAM_LL97@buildings.nyc.gov) and include the BBL, BIN and PM ID of the building in question.

**Q9. Previously ESPM provided a "Data Release Receipt" with an Excel spreadsheet of my property's benchmarking report - how can I obtain this file again?**

A9. The ESPM data release spreadsheet is no longer available with property sharing. All available data in BEAM can be exported to .csv or .xlsx format at any time. To do so, simply select the desired properties, then use the actions dropdown menu and select "export." Please note that when exporting data, the data you are currently viewing in the Inventory page will be exported.

**Q10. How can I change or update my property in ESPM?**

A10. For assistance with navigating ESPM, please send an email to the [Sustainability Help Center](#) at [Help@NYCsustainability.org](mailto:Help@NYCsustainability.org) or call (212) 566-5584. The Sustainability Help Center is available on Monday to Friday from 9AM to 5PM.

**Q11. I received data quality labels on my property in BEAM and corrected the data in ESPM, but the labels are still there.**

A11. The Sustainability team is working to fully implement the benchmarking data quality labels in BEAM. Please be on the lookout for future email notifications from [BEAM\\_LL97@buildings.nyc.gov](mailto:BEAM_LL97@buildings.nyc.gov) regarding your property's benchmarking data submission.

**Q12. What confirmation documentation should I expect to receive from DOB for LL84 and LL97 reporting?**

A12. You will receive an email from [BEAM\\_LL97@buildings.nyc.gov](mailto:BEAM_LL97@buildings.nyc.gov) for all submissions confirming the successful submission of your report.

Please be advised that all submitted information is subject to audit by the NYC Department of Buildings, Bureau of Sustainability. We will reach out to the building owners/building representatives if any additional information or verification is required.

This email communication is also viewable in the BEAM platform. To access the email, go to the building inventory and click on the little “i” icon to go to the building details page. Then, select Communications on the upper tab to view all emails associated with your property.

**Q13. If I have a combined report, how do I configure my property in ESPM?**

A13.

1. List all Borough Block Lot (BBL(s)) and Building Identification Number (BIN(s)) in the Parent Property
  - a. Energy consumption is pulled in from the Parent level only, not the child property
2. List each BIN (One BIN per Building) as an individual Child Property
  - a. For each BIN, specify Property Type & Gross Floor Area (GFA) as granularly as possible

For additional information on “combined reports”, please see the [Article 320 Information Guide](#) and [DOB Webinar Series II: Combined Reports](#).

**BUILDING ENERGY ANALYSIS MANAGER (BEAM):**

For more details on creating a BEAM account, please refer to the [BEAM User Guide](#).

**Q1. I can't create or access my BEAM account - what should I do?**

A1. If you can't create or access your BEAM account, please email [BEAM\\_LL97@buildings.nyc.gov](mailto:BEAM_LL97@buildings.nyc.gov) with the subject "Urgent: Beam Account Access".

**Q2. What is a "BEAM ticket" and how do I access the tickets?**

A2. All BEAM tickets are located in the "[HelpDesk Dashboard](#)" and are used for compliance with applicable DOB Sustainability laws.

**Q3. What does each "BEAM ticket" do?**

A3.

1. [Submit a 01. Covered Buildings List \(CBL\) Disputes](#): This ticket may be used to dispute the inclusion or exclusion of a building on the [LL97 CBL](#), [LL84 CBL](#), [LL87 CBL](#), and [LL88 CBL](#).
2. [Submit a 02. LL97 Offset Purchase\(s\) Test Calculator](#): This ticket may be used to evaluate offset purchases for LL97 compliance. Note that the connection between ESPM and BEAM must successfully occur before information will populate in the ticket.
3. [Submit a 03. LL97 Extension Request](#): This ticket may be used to file an extension request for [Article 320](#) or [Article 321](#). This must be submitted per BIN. The deadline to file this ticket is August 29, 2025.
4. [Submit a 04. LL97 Building Emissions Limit & RDP Attestation \(Article 320\)](#): This ticket pertains to an individual building with a single Building Identification Number (BIN) reporting compliance with the annual GHG emissions limit pursuant to [Article 320](#) of LL97.
5. [Submit a 05. LL97 Compliance Report \(Article 321\)](#): This ticket may be used to demonstrate compliance with:
  - a. §28-321.2.1, Energy compliant buildings (Performance-based pathway showing compliance with 2030 emissions limits), OR
  - b. §28-321.2.2 Prescriptive Energy Conservation Measures (Prescriptive pathway demonstrating installation of PECMs).
6. [Submit a 06a. Aggregate Deductions](#): This ticket pertains to an aggregate emissions report (single BBL with multiple BINs or multiple adjacent BBLs with multiple BINs) and includes [deductions and alternatives for calculating annual building emissions](#).
  - a. **Deductions:**
    - i. Distributed Energy Resources (onsite solar, offsite solar, onsite storage or offsite storage),

- ii. Fuel Cells (Pre 1/19/2023),
    - iii. Beneficial Electrification (metered or deemed),
    - iv. Electric Vehicle (EV) Charger,
    - v. Cell Tower Project
  - b. **Alternative Coefficients:**
    - i. Shared Energy System (campus style system or campus style electric-system),
    - ii. Time of Use Methodology (Fuel Cells: Post 1/19/2023),
    - iii. biofuel and/or alternative fuel.
  - c. **Alternative Methodology:**
    - i. Cogeneration.
7. [Submit a 06. LL97 Deductions and Alternatives to Calculating Annual Building Emissions \(Article 320 and Article 321\)](#): This ticket pertains to an individual building with a single Building Identification Number (BIN) and includes [deductions and alternatives for calculating annual building emissions](#).
- a. **Deductions:**
    - i. Distributed Energy Resources (onsite solar, offsite solar, onsite storage or offsite storage),
    - ii. Fuel Cells (Pre 1/19/2023),
    - iii. Beneficial Electrification (metered or deemed),
    - iv. Electric Vehicle (EV) Charger,
    - v. Cell Tower Project
  - b. **Alternative Coefficients:**
    - i. Shared Energy System (campus style system or campus style electric-system),
    - ii. Time of Use Methodology (Fuel Cells: Post 1/19/2023),
    - iii. biofuel and/or alternative fuel.
  - c. **Alternative Methodology:**
    - i. Cogeneration.
8. [Submit a 07. LL97 Block Proration](#): This ticket may be used to indicate the allocation of energy consumption of individual BINs when there is a single BBL with multiple BINs or multiple adjacent BBLs with multiple BINs. If the allocation of energy consumption matches the weight of square footage per BIN, then there is no need to fill out this form.
9. [Submit a 08. LL97 Penalty Mitigation \(Article 320\)](#): This ticket may be used when an owner of a covered building subject to Article 320 is unable to demonstrate timely compliance with the annual GHG emissions limit, but can demonstrate qualification for a mitigated penalty or a mediated resolution by providing documentation showing the following:
- a. The owner can demonstrate they are taking concrete action towards compliance, by showing their good faith efforts (GFE) pursuant to [1 RCNY §103-14\(i\)\(2\)](#); *OR*

- b. The owner can demonstrate an unexpected or unforeseen circumstance that has damaged the building making compliance impossible ([1 RCNY §103-14\(i\)\(1\)](#)).
10. [Submit a 09. LL97 Penalty Mitigation \(Article 321\)](#): This ticket may be used when an owner of a covered building subject to Article 321 is unable to demonstrate timely compliance with either NYC Administrative Code §28-321.2.1 (performance-based pathway) or §28-321.2.2 (prescriptive pathway), but can demonstrate qualification for a mitigated penalty in one of the following ways:
  - a. Mediated Resolution ([1 RCNY §103-17\(g\)](#)); OR
  - b. Eligible Energy Conservation Project ([1 RCNY §103-17\(f\)](#)); OR
  - c. Unexpected or Unforeseeable Event ([1 RCNY §103-17\(f\)](#)).
11. [Submit a 10. LL97 Application for §320.7 Adjustment \(Article 320 and Article 321\)](#): This ticket may be used to file a 320.7 Adjustment Program for External or Financial Constraints ([1 RCNY §103-14\(f\)](#)).
12. [Submit a 11. LL88 Lighting \(Article 310\)](#): This ticket may be used to demonstrate compliance or submit a compliance plan with Article 310 of Chapter 3 of Title 28 of the Administrative Code.
13. [Submit a 12. LL88 Sub-Metering \(Article 311\)](#): This ticket may be used to demonstrate compliance or submit a compliance plan with Article 311 of Chapter 3 of Title 28 of the Administrative Code.
14. [Submit a 13. Verify Fee Exempt Status](#): The following building owners may use this ticket to demonstrate exemption from DOB filing fees:
  - a. Buildings owned by a not-for-profit corporation that is used exclusively for educational, charitable and/or religious purposes, OR
  - b. Buildings owned by a Federal, State, City, or foreign government.
15. [Submit a 14. BEAM Account Update Users](#): This ticket may be used by building owners to add other points of contact and users in BEAM.
16. [Submit a 15. Aggregate Emissions and Emissions Limit Attestation](#): This ticket pertains to an aggregated emissions report with single Borough-Block-Lot (BBL) with multiple Building Identification Numbers (BINs) or multiple adjacent BBLs with multiple BINs reporting compliance with the annual GHG emissions limit pursuant to Article 320 or Article 321 (2030 Pathway) of LL97.
17. [Submit a 16. LL97 Application Approved for 320.8 \(Special Circumstance\) or 320.9 \(Not-for-profit Hospital\) Adjustment](#): This ticket may be used to add the approved §28-320.8 or §28-320.9 LL97 Adjustment application information from DOB NOW. This ticket is not meant to replace any information already provided in your 320.8 or 320.9 Adjustment application in DOB NOW.

**Q4. Will the BEAM portal inventory only pull properties that are on the Covered Buildings list (CBL)?**

A4. Yes, the LL97 CBL and LL88 CBL are the foundation of the BEAM inventory. If there are CBL questions that are not addressed by the [Submit a 01. Covered Buildings List \(CBL\) Disputes](#) ticket, please reach out to [beam\\_ll97@buildings.nyc.gov](mailto:beam_ll97@buildings.nyc.gov).

**Q5. What is the difference between the “view by property” tab in the BEAM inventory and the “view by Tax Lot” tab?**

A5.

1. **“View by property”**: Can be used to view an individual building.
2. **“View by tax lot”**: Can be used to view aggregate reporting and individual reporting associated with a campus.

**Q6. As a building owner, am I able to make edits in the BEAM inventory?**

A6. The BEAM inventory is for viewing building information. To make updates to the building information, you must make applicable edits in DOB NOW, or ESPM, or provide information in one of the BEAM reporting tickets.

**Q7. In the BEAM inventory what does each column mean, and can I hide/unhide columns, sort, etc.?**

A7. If you have any questions related to a column and meaning, please reach out to [beam\\_ll97@buildings.nyc.gov](mailto:beam_ll97@buildings.nyc.gov).

**Q8. When I look at my building’s emissions in the BEAM inventory, it doesn’t reflect the actual energy use - what should I do?**

A8. If your BEAM inventory does not reflect the actual energy use of your building, please review the steps to share ESPM Property Information with NYCGOVLL84 in the [ESPM User Guide](#) and confirm you have shared all the meters in ESPM with DOB.

If a repeat of these steps still does not resolve the issue, please reach out to [beam\\_ll97@buildings.nyc.gov](mailto:beam_ll97@buildings.nyc.gov).

**Q9. Why is my building inventory not populating in BEAM?**

A9. In your BEAM Account, building inventory data will only be viewable when a DOB NOW filing fee for the property is submitted. The following three email addresses entered in DOB NOW will serve as the only email addresses able to view building inventory data in Building Energy Analysis Manager (BEAM).

1. Owner (required)

2. Owner Representative (optional)
3. Service Provider (optional)
  - a. RDP/RCxA (Local Law 97)
  - b. RDP/Licensed Master Electrician/Licensed Special Electrician (Local Law 88)

Once in BEAM, the building owner may add a user to their building's profile, by submitting ticket [14. BEAM Account Update Users](#).

**Q10. How can a building owner add a user in BEAM if they did not include the user information in their DOB NOW filing fee?**

A10. If the building owner did not include an authorized user on their DOB NOW Filing Fee or they would like to add a user to their building's profile, they may do so by submitting a [14. BEAM Account Update Users](#) ticket. Doing so will allow the user access to their building's profile in BEAM.

If you need to change owner information in DOB NOW filing, please contact [LL97\\_BEAM@buildings.nyc.gov](mailto:LL97_BEAM@buildings.nyc.gov) with the contact information to remove or edit, along with the BBL, BIN, and Payment Confirmation Code.

**Q11. Once I submit a BEAM ticket, can I view this in my BEAM inventory?**

A11. Yes, submitted ticket information is available for view in the BEAM inventory. This information is available on the "view by property" tab and the "view by Tax Lot" tab. Navigate to the applicable tab and click on the little "i" icon to go to the building details page. Then, select Communications on the upper tab to view all emails associated with your property.

Note, if you do not see this information in your BEAM inventory, please reach out to [beam\\_ll97@buildings.nyc.gov](mailto:beam_ll97@buildings.nyc.gov).

**Q12. How do I submit a CBL Dispute in BEAM?**

A12. BEAM ticket [01. Covered Buildings List \(CBL\) Disputes](#) may be used to dispute the inclusion or exclusion of a building on the [LL97 CBL](#), [LL84 CBL](#), [LL87 CBL](#), and [LL88 CBL](#). Some disputes include:

- Adding to the CBL
- Removing from the CBL
- Updating a building's LL97 compliance pathway
- Submitting House of Worship (HOW) documentation
- Submitting Garden Style Apartment documentation

Note, you do not need a BEAM account or a DOB NOW payment confirmation to submit BEAM ticket [01. Covered Buildings List \(CBL\) Disputes](#).

For more details on this ticket, please refer to the [CBL Dispute User Guide](#) and [DOB Webinar Series II: Article 320 Continued: Part 2](#).

**Q13. I have paid the applicable filing fee(s) in DOB NOW; how do I submit an extension request in BEAM?**

A13. To file an “LL97 Extension Request” in BEAM you must review, complete, and submit an individual [03. LL97 Extension Request](#) for each of the BINs you are reporting.

For more details on this ticket, please refer to the [Extension Requests User Guide](#).

**Q14. There was previously a requirement to upload an [Article 320 and Article 321 Extension Request Professional Attestation Form](#), but now the ticket [03. Extension Requests](#) does not have that section. Can I complete an Extension request form without an attestation form?**

A14. Yes, requirement to upload an attestation form is no longer required.

**Q15. I have paid the applicable filing fee(s) in DOB NOW; how do I submit an “Article 320 Simple Report” ticket in BEAM?**

A15. A “simple report” pertains to an individual building with a single Building Identification Number (BIN) reporting compliance with the annual GHG emissions limit pursuant to Article 320 of LL97. This report does not include any deductions and alternatives for calculating annual building emissions. To file an “Article 320 Simple Report” in BEAM, please review, complete, and submit ticket [04. LL97 Building Emissions Limit & RDP Attestation \(Article 320\)](#).

For more details on this ticket, please refer to the [Article 320 Simple Building User Guide](#), and [DOB Webinar Series II: Article 320 Filing: Part 1](#).

**Q16. I have paid the applicable filing fee(s) in DOB NOW; how do I submit an “Article 320 Complex Report” ticket in BEAM?**

A16. A “complex report” pertains to an individual building with a single Building Identification Number (BIN) and includes deductions, alternative coefficients, or alternative methodologies for calculating annual building emissions. To file an “Article 320 Complex Report” in BEAM, please review, complete, and submit tickets:

1. [04. LL97 Building Emissions Limit & RDP Attestation \(Article 320\)](#) &
2. [06. LL97 Deductions and Alternatives to Calculating Annual Building Emissions \(Article 320 and Article 321\)](#).

For more details on these tickets, please refer to the [Article 320 Simple Building User Guide](#), and [DOB Webinar Series II: Article 320 Filing: Part 1](#)

**Q17. I have paid the applicable filing fee(s) in DOB NOW; how do I file an “Article 320 Good Faith Efforts Report” ticket in BEAM?**

A17. To file an “Article 320 Good Faith Efforts Report” in BEAM, please review, complete, and submit tickets:

1. [04. LL97 Building Emissions Limit & RDP Attestation \(Article 320\)](#) &
2. [08. LL97 Penalty Mitigation \(Article 320\)](#)

OR

1. [04. LL97 Building Emissions Limit & RDP Attestation \(Article 320\)](#) &
2. [06. LL97 Deductions and Alternatives to Calculating Annual Building Emissions \(Article 320 and Article 321\)](#) &
3. [08. LL97 Penalty Mitigation \(Article 320\)](#)

For more details on these tickets, please refer to the [Article 320 Simple Building User Guide](#), [LL97 Penalty Mitigation \(Article 320\) User Guide](#), [DOB Webinar Series II: Article 320 Filing: Part 1](#) and [DOB Webinar Series II: Article 320 Continued: Part 2](#).

**Q18. In BEAM Ticket [08. LL97 Penalty Mitigation \(Article 320\)](#) after selecting Good Faith Efforts I have the option to submit a decarbonization plan, is there an extension beyond December 31st for submission of a decarbonization plan?**

A18. The deadline for submission of all tickets is the same. If an owner applies for the December 31st extension, that applies to the submission of compliance tickets as well as penalty mitigation tickets.

**Q19. If I’ve already submitted ticket [03. Extension Request](#) that gave me an extension until August 29th, do I need to submit another ticket [03. Extension Request](#) to extend the deadline until December 31st?**

A19. No - any extension granted automatically extends the deadline until December 31<sup>st</sup>.

**Q20. I have paid the applicable filing fee(s) in DOB NOW; how do I file for an “Article 320 Unexpected or Unforeseeable Event” ticket in BEAM?**

A20. To file an “Article 320 Unexpected or Unforeseeable Event” in BEAM, please review, complete, and submit ticket [08. LL97 Penalty Mitigation \(Article 320\)](#). Note, an “Article 320 Unexpected or Unforeseeable Event” ticket submission does not require the submission of any other BEAM tickets.

For more details on this ticket, please refer to the [LL97 Penalty Mitigation \(Article 320\) User Guide](#), and [DOB Webinar Series II: Article 320 Continued: Part 2](#).

**Q21. I have paid the applicable filing fee(s) in DOB NOW; how do I file an “Article 321 Compliance Report” in BEAM?**

A21. To file an “Article 321 Compliance Report” ticket in BEAM, please review, complete, and submit tickets:

1. [05. LL97 Compliance Report \(Article 321\)](#) &
2. [06. LL97 Deductions and Alternatives to Calculating Annual Building Emissions \(Article 320 and Article 321\)](#) *(Only use this ticket if following the “Performance-based pathway showing compliance with 2030 emissions limits” and applying deductions*

For more details on these tickets, please refer to the [Article 321 \(PECMs\) User Guide](#), [Article 321 \(2030 Pathway\) User Guide](#), and [DOB Webinar Series II: Article 321 Compliance Filing: Part 1](#).

**Q22. In BEAM Ticket [05. LL97 Compliance Report \(Article 321\)](#), which factors are used in the calculations for buildings that are following the Energy compliant buildings (Performance-based pathway showing compliance with 2030 emissions limits)?**

A22. The 2030-2034 emissions limits (28-320.3.2) are used to calculate the limits and the 2030-2034 fuel coefficients (RCNY 103-14 (d)(3)(ii)) to calculate the emissions. If the building is projecting no penalty in 2030, then then building would meet this requirement.

**Q23. In BEAM Ticket [05. LL97 Compliance Report \(Article 321\)](#), how are the emissions and emissions limit calculated in BEAM?**

A23. 2030-2034 emissions limits populate in BEAM for the 321 properties using the 2030 coefficients. The annual emissions for 321 properties are calculated using the 2030 fuel coefficients.

**Q24. I have paid the applicable filing fee(s) in DOB NOW; how do I file an “Article 321 Mediated Resolution” ticket in BEAM?**

A24. To file an “Article 321 Mediated Resolution” in BEAM, please review, complete and, submit tickets:

1. [05. LL97 Compliance Report \(Article 321\)](#) &
  2. [09. LL97 Penalty Mitigation \(Article 321\)](#)
- OR
1. [05. LL97 Compliance Report \(Article 321\)](#) &
  2. [06. LL97 Deductions and Alternatives to Calculating Annual Building Emissions \(Article 320 and Article 321\)](#) *(Only use this ticket if following the “Performance-*

*based pathway showing compliance with 2030 emissions limits” and applying deductions.) &*

3. [09. LL97 Penalty Mitigation \(Article 321\)](#)

For more details on these tickets, please refer to the [Article 321 \(PECMs\) User Guide](#), [Article 321 \(2030 Pathway\) User Guide](#), [LL97 Penalty Mitigation \(Article 321\) User Guide](#), [DOB Webinar Series II: Article 321 Compliance Filing: Part 1](#) and [DOB Webinar Series II: Article 321 Compliance Filing: Part 2](#).

**Q25. In BEAM [Ticket 09. LL97 Penalty Mitigation \(Article 321\)](#) after selecting meditated resolution I have the option to submit a work plan that shows the building will comply with 2030 emissions limits by 2030 OR PECMs will be completed expeditiously. How can I demonstrate that work will be completed expeditiously?**

A25. Buildings should submit a plan of which PECMs have been completed, and a timeline of completing the remaining PECMs. The plan should include which vendors are responsible for the work. The DOB team will work with buildings if we can verify the work is happening expeditiously.

**Q26. I have paid the applicable filing fee(s) in DOB NOW; how do I file for an “Article 321 Unexpected or Unforeseeable Event” ticket in BEAM?**

A26. To file an “Article 321 Unexpected or Unforeseeable Event” in BEAM, please review, complete, and submit ticket [09. LL97 Penalty Mitigation \(Article 321\)](#). Note, an “Article 320 Unexpected or Unforeseeable Event” ticket submission does not require the submission of any other BEAM tickets.

For more details on this ticket, please refer to the [LL97 Penalty Mitigation \(Article 321\) User Guide](#) and [DOB Webinar Series II: Article 321 Compliance Filing: Part 2](#).

**Q27. I have paid the applicable payment in DOB NOW; how do I file for an “Article 321 Eligible Energy Conservation Alteration Project” (EECP) ticket in BEAM?**

A27. To file an “Article 321 Eligible Energy Conservation Alteration Project” in BEAM, please review, complete and, submit ticket [09. LL97 Penalty Mitigation \(Article 321\)](#). Note, an “Article 321 Eligible Energy Conservation Alteration Project” ticket submission does not require the submission of any other BEAM tickets.

For more details on this ticket, please refer to the [LL97 Penalty Mitigation \(Article 321\) User Guide](#) and [DOB Webinar Series II: Article 321 Compliance Filing: Part 2](#).

**Q28. I have a project that I think qualifies as an Eligible Energy Conservation Project (EECP), but HPD is not involved in this project. What do I do?**

A28. HPD helps identify an Eligible Energy Conservation Project (EECP). If there are projects that you think should qualify, HPD must verify first this. Please reach out to the department ([BEAM\\_LL97@buildings.nyc.gov](mailto:BEAM_LL97@buildings.nyc.gov)), so we may put you in contact with HPD.

**Q29. Has the Eligible Energy Conservation Projects (EECP) Compliance Resource document been updated?**

A29. Yes. The June 2025, [Eligible Energy Conservation Projects \(EECP\) Compliance Resource](#) document is the most up to date document.

**Q30. In the EECP Narrative Form what should I mark if I don't have an HPD ticket?**

A30. Please reach out to the department ([BEAM\\_LL97@buildings.nyc.gov](mailto:BEAM_LL97@buildings.nyc.gov)), so we may put you in contact with HPD.

**Q31. I have paid the applicable payment in DOB NOW; how do I file for an "LL88 Lighting (Article 310)" and "LL88 Sub-Metering (Article 311)" ticket in BEAM?**

A31. To file an "LL88 Lighting (Article 310)" and "LL88 Sub-Metering (Article 311)" in BEAM, please review, complete and, submit tickets [11. LL88 Lighting \(Article 310\)](#) and [12. LL88 Sub-Metering \(Article 311\)](#).

For more details on these tickets, please refer to the [LL88 Lighting \(Article 310\) User Guide](#), [LL88 Sub-Metering \(Article 311\) User Guide](#), and [DOB Webinar Series II: LL88 Lighting & Sub-Metering](#).

**Q32. Can a building submit for submetering compliance (Article 311) in a given year without submitting for lighting compliance (Article 310)?**

A32. BEAM ticket [11. LL88 Lighting \(Article 310\)](#) and ticket [12. LL88 Sub-Metering \(Article 311\)](#) are two separate submissions. A building owner must submit both tickets and either attesting to compliance or submit a compliance plan. Note, where an owner is subject to LL97 AND LL88, filing a LL97 extension request prior to the August 29th deadline, will give you until December 31<sup>st</sup> to finish/submit the LL88 filing.

**Q33. Can one LL88 attestation form be submitted for both 310 and 311 compliance?**

A33. The same Professional Attestation Form for Article 310 and Article 311 may be used to submit BEAM tickets [11. LL88 Lighting \(Article 310\)](#) and [12. LL88 Sub-Metering \(Article 311\)](#), if the same registered design professional (RDP) was hired to complete and attest to the applicable work. Please ensure to complete all applicable sections in the attestation form.

**Q34. BEAM ticket, [12. LL88 Sub-Metering \(Article 311\)](#), states that a complete ticket includes, a sample monthly statement in accordance with section 28-311.4 of the Administrative Code. How do I know if this applies to my building?**

A34. If your building meets the §28-311.3 exception and is directly metered by Con Ed an upload of a sample monthly statement is not required. Please provide a complete list of the covered tenant spaces and denote any covered tenant spaces that are directly metered by ConEd in your supporting documentation.

**Q35. My building does not have covered tenant spaces, do I still need to complete and submit BEAM ticket [12. LL88 Sub-Metering \(Article 311\)](#)?**

A35. For buildings without covered tenant spaces, BEAM ticket [12. LL88 Sub-Metering \(Article 311\)](#) must still be completed and submitted. Upload supporting documentation (PDF with information about the building) stating there are no covered tenant spaces in the building.

**Q36. My building is not yet in compliance with the LL88 requirements. What options do I have?**

A36. If your building has not yet met all of the LL88 requirements, you have the following options:

**1. Submit a Compliance Plan**

File BEAM tickets [11. LL88 Lighting \(Article 310\)](#) and [12. LL88 Sub-Metering \(Article 311\)](#), and choose the option to submit a compliance plan. The plan outlines the current status lighting fixture upgrades, lighting controls, and electric submetering installations in all covered tenant spaces. By submitting a compliance plan, you will meet this year's reporting requirement, and no violations will be issued until 2026.

**2. Request an Extension (if also filing LL97 report in 2025)**

If your building must file a LL97 report in 2025, you may request an extension. Submit BEAM Ticket 3. [Extensions](#) by August 29, 2025 to extend your reporting deadline until December 31, 2025 for both LL97 reports and LL88 reports

**3. Take No Action**

If you do not submit BEAM tickets [11. LL88 Lighting \(Article 310\)](#) and [12. LL88 Sub-Metering \(Article 311\)](#) , your building will receive violations for non-compliance with Article 310 and Article 311.

**Q37. I have paid the applicable payment(s) in DOB NOW; how do I file for an “LL97 Application for §320.7 Adjustment (Article 320 and Article 321)” ticket in BEAM?**

A37. The 320.7 Adjustment Program for External or Financial Constraints supports building owners working to achieve compliance with LL97 by providing alternative emissions limits for a temporary extension under certain circumstances. These include:

An external constraint adjustment applies to buildings subject to another provision of law or affected by a physical condition that prevents compliance with emissions limits, such as requirements related to historic preservation or the use of bespoke equipment for industrial and manufacturing process loads.

A financial constraint adjustment applies to buildings subject to financial circumstances that prevent compliance, based on established financial metrics that reflect industry best practices for different ownership and regulatory building classifications.

To file an “LL97 Application for §320.7 Adjustment (Article 320 and Article 321)” in BEAM, please review, complete and, submit ticket [10. LL97 Application for §320.7 Adjustment \(Article 320 and Article 321\)](#).

For additional information on “§320.7 Adjustment (Article 320 and Article 321)”, please see the [320.7 Adjustment User Guide](#), [NYC Accelerator 320.7 Adjustment Guide](#), [NYC Accelerator 320.7 Adjustment Guide for 321 Buildings](#) and [DOB Webinar Series II: LL97 Application for 320.7 Adjustment](#).

**Q38. When should I use BEAM tickets [06a. Aggregate Deductions](#), [07. LL97 Block Proration](#), or [15. Aggregate Emissions and Emissions Limit Attestation](#)?**

A38. BEAM tickets [06a. Aggregate Deductions](#), [07. LL97 Block Proration](#), or [15. Aggregate Emissions and Emissions Limit Attestation](#) may be used to file LL97 Combined Reports: Article 320 and Article 321 (2030 Pathway)

- **Step 1: DOB NOW Filing Fee Payment**
  - Identify exact BBLs and BINs in the combined report
- **Step 2: Configure ESPM Campus Property**
  - List all Borough Block Lot (BBL(s)) and Building Identification Number (BIN(s)) in the Parent Property
  - Energy consumption is pulled in from the Parent level only, not the child property
  - List each BIN (One BIN per Building) as an individual Child Property
  - For each BIN, specify Property Type & Gross Floor Area (GFA) as granularly as possible.
- **Step 3: Share ESPM data with NYC**
  - Data will pull into BEAM and create a profile for the "combined report" in BEAM

- **Step 4: BEAM Assesses Auto-Proration of Emissions by BIN**
  - **BBL (Parent)** energy/emissions apportioned automatically based on weighted emissions limits per BIN
  - **BIN-level emissions limit** = GFA × property type emissions factor
- **Step 5: RDP Review of BIN-level Emissions & Adjustments**
  - RDP reviews auto-proration of BIN level emissions, if RDP agrees, proceed to Step 7
    - If RDP disagrees:
      - Use Ticket [07. LL97 Block Proration](#) to manually adjust emissions per BIN, based on % energy
        - For further precision, contact DOB for case manager assistance (assigned for complex campuses)
- **Step 6 (optional): Deductions & Alternative Methodologies (Choose one level: Aggregate or Building level, never both)**
  - Aggregate-level deductions → Ticket [6a Aggregate Deductions](#) OR
  - Building-level deductions → Ticket [06. LL97 Deductions and Alternatives to Calculating Annual Building Emissions \(Article 320 and Article 321\)](#)
    - *If Fuel Cell and/or Beneficial Electrification deductions are taken, you must submit individual Ticket #6*
- **Step 7: Final Attestation**
  - Ticket [15. Aggregate Emissions and Emissions Limit Attestation](#)

For additional information on “combined reports”, please see the [Article 320 Information Guide](#) and [DOB Webinar Series II: Combined Reports](#).

**\*\*\*\*NOTE, these FAQs will be updated periodically\*\*\*\***