





City of Detroit Benchmarking Checklist



To be in compliance with the Detroit Benchmarking Ordinance, you must have an Energy Star Portfolio Manager profile for your building, with the Detroit Building ID, enter 12 months of data from the required years, and connect to the City of Detroit in Energy Star Portfolio Manager. This document outlines those steps.

Updated in Spring 2025

Step 1: Getting Started		
<input type="checkbox"/>	Determine whether your property must comply with Detroit's benchmarking ordinance: buildings over 25,000 GSF will have to report their energy and water consumption data in 2025.	Complete the 2025 Contact Information Form to receive updates on benchmarking your building. tinyurl.com/DetroitBuilding
Step 2: Create a building profile in Energy Star Portfolio Manager		
<input type="checkbox"/>	Create an ENERGY STAR Portfolio Manager account	portfoliomanager.energystar.gov/pm/login Tip: use an email address that you can access today, to verify your account.
<input type="checkbox"/>	Add a property 	Tip: Only fields with a red star next to them need to be filled. We can help you find the year-built and gross floor area for your building.
<input type="checkbox"/>	Standard ID – City/Town: Detroit Building ID	The Detroit building ID can be found on the postcard that was mailed to each property, and can also be found here: Detroitmi.gov/DBIDlookup


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Step 3: Share your property with the City

<input type="checkbox"/>	<p>Add the City of Detroit as a contact in Energy Star Portfolio Manager</p> 	<p>Select contacts.</p> <p>Add New Contacts/Connections</p> <p>Username: DetroitSustainability</p> <p>TIP: Also add the Detroit 2030 District and DTE Data hub as contacts.</p> <p>Username: Detroit_2030_District</p> <p>Username: dte-data-exchange</p>
<input type="checkbox"/>	<p>Share your properties with the City of Detroit</p> 	<p>Go to the Sharing tab</p> <p>Select Share with your Utility or Service Provider for exchanging data</p> <p>Select the buildings you want to share</p> <p>Select Detroit Benchmarking Reporting (DetroitSustainability)</p> <p>Select Bulk Sharing (Simple Option)</p> <p>Select Exchange Data Full Access</p> <p>Select Authorize Exchange</p> <p>TIP: Also share your building with the Detroit 2030 District and DTE Data hub.</p> <p>Username: Detroit_2030_District</p> <p>Username: dte-data-exchange</p>

Step 4: Enroll in Automated Energy and Water Consumption Data

<input type="checkbox"/>	<p>DTE energy:</p> <ol style="list-style-type: none"> 1. Become a 2030 District Member for free 2. Enroll in the DTE Data Hub 3. Create energy meters in ESPM and share with contacts 	<ol style="list-style-type: none"> 1. 2030districts.org/detroit/detroit_join_us/ 2. dteenergy.com/datahubsignup <p>Create a meter in Energy Star Portfolio Manager for your gas meter and one for your electric meter.</p> <p>Share your meters with the City, the Detroit 2030 District and DTE Data hub.</p> <p>Username: DetroitSustainability</p> <p>Username: Detroit_2030_District</p> <p>Username: dte-data-exchange</p>
<input type="checkbox"/>	<p>Water data: Request Automated data from DWSD</p>	<p>tinyurl.com/waterbench</p> <p>You will need to upload a copy/scan of your water bill. We can assist you with that.</p>