FY 2019 (7/1/18 – 6/30/19)
Residential New Construction
Checklist for Document Submittals

Include this completed checklist with each home/unit as the coversheet at time of online enrollment (Site Registration) and completion (Incentive Application)

Development Name: Upload Date:

Address: Unit #:

City: Zip: State: **NJ**

Rater:

Builder/Developer:

Participation Level:

☐ ENERGYSTAR Home

☐ Zero Energy Ready Home

☐ ZERH 100% Renewables

☐ Multifamily High Rise (MFHR)

Building Type:

☐ Single family

☐ Townhouse (Multi-single)

☐ Multifamily

☐ Multifamily High Rise

Project Notes:

Site Registration Documents *(check all that apply) – upload as part of online Enrollment Application:*

Please create a single PDF document with all enrollment documents, in the order indicated below. Name the PDF using the following naming convention:
Rater_St. Address_IncentiveYr_SReg *Example: AceRater_ 123MapleSt_FY16_SReg*

☐ Project Team Contact Information form

☐ ENERGYSTAR summary report *(from approved program software)*

☐ Performance Report with MMBtus saved (Required for projects registered on or after 8/1/2018)

☐ Valid Permit(s) or Permit Application(s), showing date of permit application)

QC Inspection Documents *(check all that apply):*

Please create a single PDF document with all inspection documents, in the order indicated below. Name the PDF using the following naming convention:
Rater_ St. Address_IncentiveYr_QCDocs

☐ Sample Set Information *(if sampling)*

☐ Pre Drywall Checklist

☐ Pre Drywall Followup QA Report from Rater *(If applicable, confirming to Program issues are resolved)*

☐ Final Checklist

☐ Final Inspection QA Followup *(If applicable, confirming to Program issues are resolved)*

Incentive Application Documents *(check all that apply) – upload as part of online Incentive Application:*

Please upload separately. (Not required for MFHR)

☐ If using REM/Rate™ Data File and Rating – Each unit must have individual REM/Rate file. Use the following naming convention: REMRate_Rater_St Address
   (For sampled homes only; the Projected Rating used to determine Threshold Specifications for this home must be on file with the Program)

Please create a single PDF document with all application documents, in the order indicated below. Name the PDF using the following naming convention:
Rater_ St. Address_IncentiveYr_IApp

☐ ENERGYSTAR Home Summary Report *(Required for each home/unit for ENERGYSTAR Homes)*

☐ DOE Zero Energy Ready Home Summary Report *(Required for each home/unit for ZERH and ZERH 100% Renewables)*

☐ Performance Report with MMBtus saved (Required for projects registered on or after 8/1/2018)

☐ All applicable ENERGYSTAR/NJCEP/ZERH checklists for certified homes
   - ✓ Rater Checklist
   - ✓ Builder Checklist
   - ✓ HVAC Checklist

☐ Department of Energy ENERGY STAR label *(Required for ENERGY STAR Home and ZERH)*

☐ Manual J load calculations

☐ AHRI Certificates *(required for each HVAC and DHW system)*

Multifamily:

☐ Tax Clearance Certificates (valid at the time of submission and must list: New Jersey Board of Public Utilities)

☐ MFHR Certificate from EPA (only for Multifamily High Rise)

☐ EQUEST™ baseline & as-built models; Status spreadsheet; Benchmark spreadsheet; Release forms *(only for Multifamily High Rise)*