



NJ Zero Energy Ready Homes

NJ ENERGY STAR® Homes “Tier 3” Step-By-Step Program Procedures for Builders/Developers

1. Builder/Developer chooses and enters into agreement to work with a Rating Company that is participating member of the NJCEP to perform energy ratings, inspections, testing and certifications required by the New Jersey ENERGY STAR Homes (NJESH) Program (Program).
2. Builder/Developer works with Rating Company to complete, sign, and submit the builder registration and participation agreement for submittal to the Market Manager. This registration process is an annual requirement.

Builder is now enrolled in the NJ Zero Energy Ready Homes (Tier 3) Program.

1. Builder/Developer works with Rating Company to complete and submit a 2015 site submittal form for each home (or multi-family building). This needs to be done for each project that the Builder/Developer wishes to enroll in the program. The process includes a conducting a design review and having the rater provide an initial rating, a suggested upgrades list, sizing, mechanical ventilation, and lighting proposals.
2. Market Manager reviews submission and provides written notice of approval/rejection to Builder/Developer and associated Rating Company.

Project is now enrolled in the NJ Zero Energy Ready Homes (Tier 3) Program.

3. Builder/Developer proceeds with construction and coordinates the scheduling of all required inspections and corresponding checklists with Rating Company. *NOTE: Notification to Market Manager at least 24 hours before performing any inspections of any unit is required.*
4. Rating Company performs Pre-drywall/ Thermal enclosure inspection(s) and shares results and any corrective actions with Builder/Developer until unit passes inspection. Rating company shares inspection reports with the Market Manager.
5. Rating Company performs Final inspection and shares results and any corrective actions with Builder/Developer until unit passes final inspection. Rating Company shares inspection reports with the Market Manager.

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6. Rating Company performs final rating and completes 2015 incentive application for submission to the Market Manager. Please note that the Rating Company must conduct a final rating and verification through REM/Rate and submit the REM file and DOE Zero Energy Ready Home Verification Summary report regardless of the performance tier of the home being submitted to the program. If all NJ ENERGY STAR Homes Program, RESNET, DOE ZERH and EPA requirements have been met, Rating Company shall issue the applicable certificate and/or label. Rating Company will provide Market Manager with REM file and ENERGY STAR Home Verification Summary report for each home.

 7. Market Manager reviews and approves/declines NJ ZERH Program qualifications and submits the applicable incentive payment for release by Treasury direct to the Builder/Developer