



FY 2017 (7/1/16 – 6/30/17)



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:

- IECC 2015 ERI Compliance
- ENERGYSTAR Home
- Zero Energy Ready Home
- ZERH 100% Renewables
- Multifamily High Rise (MFHR)
- ENERGYEfficient (legacy projects only)**

Building Type:

- Single family
- 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
- Construction Documents (with each unit address clearly referenced)
- ENERGYSTAR summary report (Projected Ratings from REM/Rate™)
- 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)
- IECC 2015 Tier 1 Inspection Checklist
- 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) Use the following naming convention: **REMRate_Rater_St Address**

- REM/Rate™ Data File and Rating – Each unit must have individual REM/Rate file.
(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 Verification Summary Report, from REM/Rate™ (Required for each home/unit for IECC 2015 ERI Compliance and ENERGYSTAR Home)
- DOE Zero Energy Ready Home Summary Report (Required for each home/unit for ZERH and ZERH 100% Renewables)
- All applicable ENERGYSTAR/NJCEP/ZERH checklists for certified homes
 - ✓ Rater Checklist
 - ✓ Builder Checklist
 - ✓ HVAC Checklist
- Department of Energy ENERGYSTAR label (Required for ENERGYSTAR Home and ZERH)
- Manual J load calculations
- AHRI Certificates (required for each HVAC and DHW system)

Multifamily:

- Tax Clearance Certificates

Multifamily High Rise:

- MFHR Certificate from EPA
- EQUEST™ baseline & as-built models; Status spreadsheet; Benchmark spreadsheet; Release forms (MFHR only)