



FY 2025 (7/1/2024 – 6/30/2025) 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: _____ Date Prepared: _____

Project Address: _____

Project City: _____ State: **NJ** Zip: _____

Rater: _____

Builder/Developer: _____

Incentive Payee: _____

Incentive Type (choose only one): ENERGY STAR Home DOE Zero Energy Ready Home ZERH 100% Renewables Multifamily New Construction (MFNC)	Building Type: Single Family Multi-Single (Townhouse) Multifamily	Project Notes:
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Site Registration Documents to be uploaded as part of online **Enrollment Application** – (check all that apply):

- If possible, please create a **single PDF document** with all enrollment documents, in the order indicated below.

ENERGY STAR V3.1, V3.2, V1.1(MF), or V1.2(MF) Home Report from Ekotrope
NJCEP Fuel Summary Comparison [MMBtu] from Ekotrope (must include comparison of the rated home against the NJCEP User Defined Reference Home to determine incremental MMBtu savings)
DOE ZERH Target Home Summary (required for ZERH only)
Valid Building Permit(s) showing date of permit issuance
Alternative Incentive Payee Form, signed by a representative of the builder (if payee is anyone other than the builder)

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

- If possible, please create a single PDF document with all incentive application documents, listed below.
- Within Ekotrope, select File and Submit to NJCEP. File must include "NJRCCR_-----" – the Project Number.
- For sampled homes only, the Projected Rating used to determine Threshold Specifications for this home must be on file with the Program.

ENERGY STAR and DOE Zero Energy Ready Documents (required for each home, check all that apply):

ENERGY STAR V3.1, V3.2, V1.1(MF), or V1.2(MF) Home Report from Ekotrope
NJCEP Fuel Summary Comparison from Ekotrope with MMBtus saved
DOE Zero Energy Ready Home Certificate from Ekotrope (required for ZERH only)
All applicable ENERGY STAR/ZERH checklists for certified homes:
National HVAC Design Report National HVAC Commissioning Checklist National Rater Design Review Checklist
Department of Energy ENERGY STAR certificate (required for both ENERGY STAR Home and ZERH)
AHRI Certificates (required for each HVAC and DHW system)

Inspection Documents (required for each home, check all that apply):

- If possible, please create a **single PDF document** with all inspection documents, in the order indicated below.
- All pre-drywall inspection reports (failed and passed reports)
All final inspection reports (failed and passed reports)
Sample Set Information (only if sampling)

Multifamily Documents (required for multifamily only, check all that apply):

Tax Clearance Certificates (valid for at least 1 month past the time of submission), and **Agency must list: New Jersey Board of Public Utilities**
ENERGY STAR Certificate (for Multifamily)
Performance Path Calculator with Results from eQuest and T & V worksheet (only for Multifamily High Rise or Multifamily New Construction)