



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: _____

Incentive Payee: _____

<p>Participation Level:</p> <input type="checkbox"/> ENERGYSTAR Home <input type="checkbox"/> Zero Energy Ready Home <input type="checkbox"/> ZERH 100% Renewables <input type="checkbox"/> Multifamily High Rise (MFHR)	<p>Building Type:</p> <input type="checkbox"/> Single family <input type="checkbox"/> Townhouse (Multi-single) <input type="checkbox"/> Multifamily <input type="checkbox"/> Multifamily High Rise	<p>Project Notes:</p>
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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/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 Agency must list: **New Jersey Board of Public Utilities**)
- MFHR Certificate from EPA (only for Multifamily High Rise)
- Performance Path Calculator with eQuest results of as-built model and T & V worksheet (only for Multifamily High Rise)