



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:   |      |              |

|  |  |                                   |
|--|--|-----------------------------------|
| <b>Participation Level:</b><br><input type="checkbox"/> ENERGYSTAR Home<br><input type="checkbox"/> Zero Energy Ready Home<br><input type="checkbox"/> ZERH 100% Renewables<br><input type="checkbox"/> Multifamily High Rise (MFHR) | <b>Building Type:</b><br><input type="checkbox"/> Single family<br><input type="checkbox"/> Townhouse (Multi-single)<br><input type="checkbox"/> Multifamily<br><input type="checkbox"/> Multifamily High Rise | <b>Project Notes:</b><br><br><br> |
|--|--|-----------------------------------|

**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
- ENERGY STAR Home Verification Summary (REM/Rate), ENERGY STAR V3.1 Home Report (Ekotrope)
- Performance Report (REM/Rate), NJCEP Fuel Summary Comparison [MBtu] (Ekotrope) - (Required for projects registered on or after 8/1/2018- Report must include comparison of the rated home against the NJCEP UDRH to determine incremental MMBtu savings)
- 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 Follow-up QA Report from Rater (If applicable, confirming to Program issues are resolved)
- Final Checklist
- Final Inspection QA Follow-up (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)

- REM/Rate– Upload into RNC portal individual REM/Rate BLG files. Use the following naming convention: REMRate\_Rater\_St Address
- Ekotrope – Within Ekotrope, select file and Submit to NJCEP. File must include “RBT-\_\_\_\_\_” - the actual number from RNC Portal.  
(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**

- ENERGY STAR Home Verification Summary (REM/Rate), ENERGY STAR V3.1 Home Report (Ekotrope), (Required for each home)
- DOE Zero Energy Ready Home Verification Summary (REM/Rate), DOE ZERO Energy Ready Home Certificate (Ekotrope), (Required for ZERH)
- 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 ENERGYSTAR 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)