



FY 2016 (7/1/15 – 6/30/16)

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: _____

<p>Participation Level:</p> <input type="checkbox"/> IECC 2015 ERI Compliance <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"/> 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
- Construction Documents per the IECC 2015 code R103.2 (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*)