



FY 2018 (7/1/17 – 6/30/18)



# 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: \_\_\_\_\_

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Address: \_\_\_\_\_ Unit #: \_\_\_\_\_

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City: \_\_\_\_\_ Zip: \_\_\_\_\_ State: **NJ**

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Rater: \_\_\_\_\_

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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
- 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)