



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:		

Participation Level: <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)	Building Type: <input type="checkbox"/> Single family <input type="checkbox"/> Townhouse (Multi-single) <input type="checkbox"/> Multifamily <input type="checkbox"/> Multifamily High Rise	Project Notes:
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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
- 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)