



New Construction Project Document Checklist

Application Documents:

- Completed program participation agreement (complete via participant portal)
- Completed enrollment survey (TRC to provide to each applicant upon enrollment)
- Proof of Electricity Utility service (Will serve letter, utility bill)
- W9 for project payee
- Shared HERS registry access
 - CHEERS: TRC Solutions
 - CalCERTS: TRC Energy Services
- Energy models for each plan or building type (.bld files or .ribd files) applying for incentives
 - When a single lot contains both a single family home and an ADU project applying for incentives, two energy models must be submitted, one for the main home and one for the ADU
- CF-1Rs to verify the most up-to-date files
 - Watermarked with CalCERTS or CHEERS and signed by 2019 residential certified CEA
- Complete set of architectural, mechanical, electrical, and plumbing (MEP) plans
- Lot list showing addresses, lot numbers, and plan types
- Site plan with North arrow
- Specification sheets and verification of product qualification
 - The program requires specifications to confirm details such as make, model number, manufacturer, etc. match the inputs in the CF-1Rs and information in the plans, including:
 - Space cooling equipment (AHRI Certificate required)
 - Space heating equipment (AHRI Certificate required)
 - Domestic hot water equipment (AHRI Certificate required)
 - Glazing (U-factor and SHGC)
 - If applicable to your project, the following details below must also be uploaded for application approval:
 - Cool roof
 - Heat Recovery Ventilator
 - Whole house fans
 - Battery storage system
 - Solar thermal

Construction/Installation Documents to be submitted during construction:

- Construction schedule
- Significant change orders that materially affect energy aspects of the project
- Revised CF-1Rs

Post Construction Verification Documents to be submitted after construction has been completed:

- Incentive Request Form (IRF) to identify which lots or buildings are complete and ready for verification
- CF-2Rs (completed and signed via the HERS registry)
- CF-3Rs (completed and signed via the HERS registry)
- Adjustment application¹
- Revised energy models¹ for each plan or building type (.bld files or .ribd files) as applicable
- Revised CF-1Rs¹ (that match the CF-2R & CF-3R on the HERS registry)
- Revised plans¹
- Revised specification sheets¹
- Certificate of Occupancy for completed lots or buildings (as noted on the IRF)
- Completed customer satisfaction survey (TRC to provide to each applicant during verification)

¹ For projects that are going through an adjustment