



**HIGH PERFORMANCE NEW CONSTRUCTION (HPNC)  
CUSTOM TRACK  
REQUIRED DOCUMENT CHECKLIST**

**Design Development Phase**

*Submit at site plan approval / before applying for a building permit. No later than 60 days after applying for a building permit with the Pre-Construction Application Form.*

- Initial Application Form

**Pre-Construction Phase**

*Submit up to 60 days after applying for a building permit.*

**Required for Custom projects:**

Forms in the Custom Application Workbook (required by the Applicant):

- Pre-Construction Application Form including Custom Worksheet
- Pre-Construction Energy and Demand Savings Summary Report
- Signed Participant Agreement
- Signed Design Decision-Maker Agreement (required by the Design Decision-Maker)

Other supporting documentation:

- Building Construction Permit Application
- Working Energy Models (base case and energy efficient case / proposed building models)
- Energy Modeling Report (a.k.a.: Simulation Summary Report)
- Take-off Calculations (Modeler's external calculations to support the model input)
- Architectural Drawings and Specifications (issued for permit)
- Mechanical Drawings and Specifications (issued for permit)
- Electrical Drawings and Specifications (issued for permit)
- Invoice for Total Modeling Costs (from the modeling company to the applicant)

*Note: Additional documentation may be required upon request by the LDC.*



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**Post-Construction Phase**

*Submit up to 150 days after project completion / occupancy permit date.*

**Required for Custom projects:**

Forms in the Custom Application Workbook (required by the Applicant):

- Post-Construction Application Form
- Post-Construction Energy and Demand Savings Summary Report

Other supporting documentation:

*(submit updated as-built documentation if it differs from the pre-construction documentation)*

- Building Permit (issued by municipality)
- Occupancy Permit (issued by municipality)
- Working Energy Model (base case and energy efficient case / as-built building models)
- Energy Modeling Report (a.k.a.: Simulation Summary Report)
- Take-off Calculations (Modeler's external calculations to support the model input)
- Architectural Drawings and Specifications (issued for construction/as-built)
- Mechanical Drawings and Specifications (issued for construction/as-built)
- Electrical Drawings and Specifications (issued for construction/as-built)
- Product cut sheet(s) / spec sheet(s) / shop drawings for installed energy efficient measure(s)
- Invoice(s) or purchase order(s) or other document(s) summarizing the total eligible project costs.

*Note: Additional documentation may be required upon request by the LDC.*