



HIGH PERFORMANCE NEW CONSTRUCTION (HPNC) PRESCRIPTIVE AND ENGINEERED 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, before purchasing energy efficient measures.

Required for all Prescriptive and Engineered projects:

- Pre-Construction Application Form
- Signed Participant Agreement
- Building Construction Permit Application
- Cost Estimate / Quote

Track Specific Requirements:

Prescriptive Track
<input type="checkbox"/> Prescriptive Worksheet
<input type="checkbox"/> Product cut sheet(s) / spec sheet(s) for each proposed measure
<input type="checkbox"/> Mechanical or electrical drawings and schedules

Engineered Track
<input type="checkbox"/> Engineered Worksheet(s)
<input type="checkbox"/> Product cut sheet(s) / spec sheet(s) for each proposed measure
<input type="checkbox"/> Mechanical or electrical drawings and schedules

Post-Construction Phase

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

- Post-Construction Application Form
- Building Permit (issued by municipality)
- Occupancy Permit (issued by municipality)
- Invoice(s) or purchase order(s)

Track Specific Requirements:

Submit updated track requirements if the final as-built project differs from the proposed project approved at pre-construction phase.

Prescriptive Track
<input type="checkbox"/> Prescriptive Worksheet
<input type="checkbox"/> Product cut sheet(s) / spec sheet(s) for each installed measure
<input type="checkbox"/> Mechanical or electrical drawings and schedules

Engineered Track
<input type="checkbox"/> Engineered Worksheet(s)
<input type="checkbox"/> Product cut sheet(s) / spec sheet(s) for each installed measure
<input type="checkbox"/> Mechanical or electrical drawings and schedules