

January 18, 2007

Construction Official
Street Address
City & State, Zip

Re: UCC Roster

Dear Construction Official:

Attached please find the Uniform Construction Code Roster form which you are required to fill out annually and return within thirty days from receipt. Instructions are attached to the Roster. It is incumbent upon you as Construction Official to accurately fill out said Roster as this information will be entered into a data base for tracking purposes.

Also, I direct your attention to Item J on the Roster. Item J requires that every working official provide the number of towns he or she is employed as a licensed code official.

From submission of this Roster forward every working official must seek Prior Approval from the Office of Regulatory Affairs when accepting additional UCC employment which would add to the number of towns so provided.

When seeking approval from the Office of Regulatory Affairs, officials shall submit a letter which includes the name of the municipality, position or positions of new employment and the total hours of employment.

Should you have any questions I can be contacted at (609) 984-7672.

Very truly yours,

Louis J. Mraw
Supervisor
Office of Regulatory Affairs

LJM/mjb
Attachment