

UCC Form F XX – Plan documenting the means an enforcing agency will meet inspection demand

5:23-4.4 Municipal enforcing agencies—organization

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(d) The municipality shall ensure that the enforcing agency has adequate staff to review plans, applications, and specifications, and to schedule and perform inspections in a timely manner, or that supplemental arrangements are in place pursuant to (e) below.

1. On or before February 10 of each year, in a municipality that budgets according to the calendar year (January 1 through December 31), or on or before August 10 of each year, in a municipality that budgets according to the State fiscal year (July 1 through June 30), the construction official shall prepare and submit to the Director of the Division of Codes and Standards, a plan documenting the means the enforcing agency will use to meet the expected demand for service in the coming year in order to conduct the inspections to be performed pursuant to *N.J.A.C. 5:23-2.17A* and *2.18*, as applicable, are conducted within the timeframes required by those sections.

i. The plan shall include an analysis of expected demand for all services including, but not limited to, review of open permits; development projects pending before the planning board; the historic demand for inspections for minor work, alterations, and additions; and the total number of staff hours necessary to perform the work. The plan is to contain details by each code discipline and shall be provided on Form F XX, established by the Department.

ii. The plan shall identify current staffing levels in the enforcing agency and determine whether such staff shall meet the expected demand. If the enforcing agency has entered into a shared services agreement or contracted with an on-site inspection and plan review agency or a private on-site inspection agency, including a supplemental private on-site inspection agency, the plan shall so specify and determine whether such alternative arrangements in addition to enforcing agency staff will meet the expected demand.

iii. If the construction official determines that insufficient resources exist within the enforcing agency to meet the forecasted demand, the construction official shall detail the measures that the enforcing agency plans to take to meet expected demand to comply with the requirements at *N.J.A.C. 5:23-2.17A* and *2.18* and this subsection.

(1) If additional staffing is proposed, the plan shall include the amount of such staff and the timetable by which such staff will be hired.

(2) If the enforcing agency has entered into a shared services agreement contract or contracted with an on-site inspection and plan review agency or a private on-site inspection agency, including a supplemental private on-site inspection agency, the plan shall so specify.

(3) If the construction official plans to enter into new shared services agreements or contract with an on-site inspection and plan review agency or a private on-site inspection agency, including a supplemental private on-site inspection agency, the report shall describe the functions expected to be undertaken by the additional parties to such anticipated agreements.

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(UCC Form F XX follows on next page)

UCC FORM F XX

Directions: All columns must be completed. Inspection capacity shall be based on prior years' inspection logs.

If the municipality utilizes a private on-site inspection agency on a permanent or supplemental basis, the secondary table must also be completed.

Municipal Staffing

[illegible]

Use of Private On-Site Inspection Agencies

AGENCY NAME	POSITION	WORK HOURS	ANTICIPATED INSPECTION CAPACITY PER WEEK