# UNIFORM CONSTRUCTION CODE ROSTER

New Jersey Department of Community Affairs –Division of Codes and Standards

**MUNICIPALITY:** _____

**COUNTY:** _____

Directions

Columns A, B, C & D: Identify the employee by his/her last name first name initial, license number and position. If employed in more than one position; ie, construction official building subcode official, building inspector or electrical inspector & plumbing inspector than use a separate line for each position.

Column E: List the total number of work hours per week, if "as needed" then so specify; list specific days and hours only if established by the municipal appointment.

Column F: List the weekly hours for UCC activities including flex hrs. For example 35 to 50.

Column G: List the percentage of the time spent for UCC activities, should be 100% unless other municipal appointments (ie. Zoning, Housing) are held.

Column H: List office hours, Construction & Subcode Officials only. Uniform Construction Code sets no minimum number of hours but does require some hours during normal business hours as defined by the municipality.

Column I: List inspection hrs. Including flex hours if there is an agreement with municipality.

Column J: number of other municipalities in which Uniform Construction Code appointment are held.

| A | B | C | D | E | F | G | H | I | J |
|---|---|---|---|---|---|---|---|---|---|
| **Last Name** | **FIRST INITIAL** | **U.C.C. LICENSE No.** | **POSITION Held** | **Total Hrs.** | **U.C.C. WKLY WORK HRS.** | **% U.C.C. WORK HRS.** | **Office Hours List actual hours & days; Subcode Officials & Construction Official only.** | **Average Uniform Construction Code insp. hours per week. Non office hours only.** | **No. of Town** |
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**Certification**

The undersigned Construction Official certifies the information provided in this Uniform Construction Code Roster is accurate.

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**CONSTRUCTION OFFICIAL**

Please mail the completed and signed report to:

**NJ Department of Community Affairs**
**Division of Codes and Standards**
**Office of Regulatory Affairs**
**Attention: UCC Annual Roster**
**P.O. Box 818**
**Trenton, NJ 08625-0818**

Phone: (609) 984-7672
Fax: (609) 984-7718