



**State of New Jersey**  
DEPARTMENT OF COMMUNITY AFFAIRS  
101 SOUTH BROAD STREET  
PO BOX 802  
TRENTON NJ 08625-0802

JON S. CORZINE  
GOVERNOR

CHARLES A. RICHMAN  
ACTING  
COMMISSIONER

August 24, 2007

Dear Construction Official:

As part of the rules adopted following the discovery of mercury at Kiddie Kollege last summer, the Department of Children and Families has been requiring child care operators to submit a letter from the construction official regarding the prior uses of the building. This letter is required in connection with the license renewal for the child care center.

This is not a certification by the construction official. It is meant to be a letter stating what the construction official's records show on the past use(s) of the property. Because there have been some problems the Department of Children and Families asked that a template be supplied for construction officials to use.

Attached please find sample letters for your use as a guide for issuing the letter to the child care center licensee; the letter is not required to go to the property owner.

If you have further questions please feel free to contact the Code Assistance Unit at (609) 984-7609.

Sincerely,

Cynthia A. Wilk  
Director  
Division of Codes and Standards

Enclosures

