

INFORMATION BOOKLET  
FOR INDIVIDUALS APPLYING FOR ONE  
OR MORE OF THE LICENSES LISTED BELOW,  
OR FOR REGISTRATION AS AN INTERN/TRAINEE INSPECTOR

\* \* \* \* \*

TECHNICAL LICENSES

Building Inspector	Fire Protection Inspector
Electrical Inspector	Plumbing Inspector
Elevator Inspector	
Implant Inspector	Mechanical Inspector- 1 and 2 Family
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ADMINISTRATIVE LICENSES

subcode official	Construction official
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## INTRODUCTION

Regulations implementing the New Jersey State Uniform Construction Code Act became effective January 1, 1977 (N.J.A.C. 5:23-1 et seq.).

All inquiries concerning the licensure of Code Enforcement Officials should be directed to:

Licensing Unit  
Division of Codes and Standards  
N.J. Department of Community Affairs  
PO Box 802  
Trenton, N.J. 08625-0802

Phone: (609) 984-7834  
TDD: (609) 633-6804  
Email: codes.licensing@dca.nj.gov

This booklet is intended to assist in the completion of an application for licensure, and to describe the types of code enforcement licenses available. Specific requirements necessary to obtain a license are found in subchapter 5 of the aforementioned regulations.

## SECTION I

### Types of Code Enforcement Licenses

There are two major categories of code enforcement licenses: TECHNICAL and ADMINISTRATIVE

TECHNICAL LICENSES - are subdivided into five subcode areas, and two technical specialty areas.

### Subcode Areas

1. Building Subcode Area

Building Inspector-RCS license  
Building Inspector-ICS license  
Building Inspector-HHS license

2. Fire Protection Subcode Area

Fire Protection Inspector-ICS license  
Fire Protection Inspector-HHS license

3. Electrical Subcode Area

Electrical Inspector-ICS license  
Electrical Inspector-HHS license

4. Plumbing Subcode Area

Plumbing Inspector-ICS license  
Plumbing Inspector-HHS license

5. Elevator Subcode Area

Elevator Inspector-HHS

### Technical Specialty Areas

1. Inplant Inspector license

2. Mechanical Inspector-1 & 2 Family

The RCS level of the technical licenses listed on page 1 indicates that the licensee is a (RCS) **Residential and Small Commercial Specialist** authorized to review plans for structures in Class III,\* and to carry out field inspection activities for structures in Classes I, II and III.\*\* The RCS level of licensure is used for inspector designations within the Building Subcode area only. Note: The RCS license requirements are a prerequisite for licensure to the ICS license level within the same subcode area.

The ICS level of the technical licenses listed on page 1 indicates that the licensee is an (ICS) **Industrial and Commercial Specialist** authorized to review plans for structures in Classes II and III,\* and to carry out field inspection activities for structures in Classes I, II and III.\*\* The ICS level of licensure is used for inspector designations within four of the subcode areas, namely, Building, Fire Protection, Electrical and Plumbing. Note: the ICS license requirements are a prerequisite for licensure to the HHS license level within the same subcode area.

The HHS level of the technical licenses listed above indicates that the licensee is a (HHS) **Highrise-Hazardous Specialist** authorized to review plans and to carry out field inspection activities for structures in Classes I, II and III.\* \*\* The HHS level of licensure is used for inspector designations within all five subcode areas, namely, Building, Fire Protection, Electrical, Plumbing and Elevator.

\*Pursuant to N.J.A.C. 5:23-3.11

\*\*Pursuant to N.J.A.C. 5:23-5.3

The Elevator Inspector technical license is available only as an HHS specialty.

The Inplant Inspector and Mechanical Inspector-1 & 2 Family technical licenses do not have the RCS, ICS, and HHS level designations assigned to them since they encompass only specific and limited areas of responsibility.

ADMINISTRATIVE LICENSES - There are only two administrative licenses-the Subcode Official license, and the Construction Official license. Possession of an R.C.S., I.C.S. or H.H.S. technical license is a prerequisite for award of a Subcode Official license in the same subcode area. Possession of the Subcode Official license is a prerequisite for award of a Construction Official license. Note: Administrative licenses are not awarded in conjunction with the Inplant and Mechanical Inspector technical licenses per se.

#### REQUIREMENTS FOR LICENSURE

##### General Requirements for Licensure

Generally speaking an applicant must possess a specified number of years of acceptable experience, and successfully complete an educational and testing program in order to qualify for a particular technical license. Exceptions to these general requirements are the Inplant and Mechanical Inspector licenses. See details under their specific headings.

Administrative licenses require possession of the relevant technical license, before award of the first administrative license, namely, the Subcode Official license. Also required for the Subcode Official license is a specified number of years of acceptable experience beyond those required or waived for award of the relevant technical license, and successful completion of an educational program. Award of the second and highest administrative license, namely, the Construction Official license, is dependent upon possession of a Subcode official license and successful completion of an educational program, except in the case of a Fire Subcode Official license, whereupon additional years of acceptable experience will also be required.

NOTE: There are additional exceptions to the above-mentioned general requirements for award of the technical and administrative licenses. Each of the exceptions will be dealt with separately.

### Specific Requirements for Technical Licenses

The following is a detailed explanation of licensure requirements for each of the technical licenses issued by the Division of Codes & Standards. While reading through these requirements please refer to the summary outline on pages 15 and 16.

#### Building Inspector Licenses

##### Licensure Requirements for the Building Inspector-RCS license

- a) Experience:
1. Three years of experience in construction, design or supervision as a journeyman in a skilled trade currently regulated by the building subcode; or
  2. Three years of experience as a construction contractor in a field of construction currently regulated by the building subcode; or
  3. Three years of experience as a Building or Housing Inspector. See page 21, #3.

Note: The above three categories of experience may be combined to add up to the required total of three years; or

4. Possession of an associate's degree from an accredited institution of higher education, in code enforcement, and one year of subsequent experience in the construction, design, inspection or supervisor of construction work currently regulated by the building subcode; or
5. Graduation from an accredited institution of higher education with a bachelor's degree in architecture or architectural technology, or in engineering or engineering technology, or in any other major area of study significantly related to building construction or;

6. Possession of a current New Jersey license to practice as an architect or engineer at the time of application.
- b) Education: Successful completion of the Building Inspector-RCS approved course. NOTE: See Section III, # 7, and also, the exception to this requirement, at the top of page 6.
- c) Test: Successful completion of test modules 1A and 4A of the NCPCCI examinations or ICC examinations B1 and M1. NOTE: See Section III, # 8.

Licensure Requirements for the Building Inspector-ICS license

- a) Experience
1. Five years of experience in construction, design, or supervision as a journeyman in a skilled trade currently regulated by the building subcode; or
  2. Five years of experience as a construction contractor in a field of construction currently regulated by the building subcode; or
  3. Five years of experience as a Building or Housing Inspector. See page 21, #3.
- Note: The above three categories of experience may be combined to add up to the required total of five years; or
4. Possession of an associate's degree from an accredited institution of higher education, in code enforcement, and two years of subsequent experience in the construction, design, inspection or supervision of construction work currently regulated by the Building subcode; or
  5. Graduation from an accredited institution of higher education with a bachelor's degree in architecture or architectural technology, or in engineering or engineering technology, or in any other major area of study significantly related to building construction, and one year of subsequent experience in the construction, design, inspection or supervision of construction work currently regulated by the building subcode; or
  6. Possession of a current New Jersey license to practice as an architect or engineer.
- b) Education: Successful completion of the Building Inspector-ICS approved course. NOTE: See Section III, # 7, and also, the exception to this requirement, at the top of page 6.



- c) Test: Successful completion of test modules 1B and 4B of the NCPCCI examinations or ICC examinations B2 and M2. NOTE: See Section III, # 8.

Licensure Requirements for the Building Inspector-HHS license

- a) Experience
1. Seven years of experience in construction, design or supervision as a journeyman in a skilled trade currently regulated by the building subcode; or
  2. Seven years of experience as a construction contractor in a field of construction currently regulated by the building subcode; or
  3. Seven years of experience as a Building or Housing Inspector. See page 21, #3.
- Note: The above three categories of experience may be combined to add up to the required total of seven years; or
4. Possession of an associate's degree from an accredited institution of higher education, in code enforcement, and three years of subsequent experience in the construction, design, inspection or supervision of construction work currently regulated by the building subcode; or
  5. Graduation from an accredited institution of higher education with a bachelor's degree in architecture or architectural technology, or in engineering or engineering technology, or in any other major area of study significantly related to building construction, and two years of subsequent experience in the construction, design, inspection or supervision of construction work currently regulated by the building subcode; or
  6. Possession of a current New Jersey license to practice as an architect or engineer at the time of application.
- b) Education: Successful completion of the Building Inspector-HHS approved course. NOTE: See Section III, # 7, and also, the exception to this requirement, at the top of page 6.
- c) Test: Successful completion of test module 1C of the NCPCCI examinations or ICC examination B3. NOTE: See Section III, # 8.

### Exception to the Educational requirement for the Building Inspector Licenses

Persons possessing a bachelor's degree in architecture or architectural technology, or in engineering or engineering technology, or in any other major area of study significantly related to building construction, or who possess a current New Jersey license/registration to practice as an engineer/architect are exempted from the educational program requirements for the Building Inspector-RCS, ICS and HHS licenses. Persons possessing an associate's degree in code enforcement will be exempt only from the Building Inspector-RCS educational program requirement.

### Electrical Inspector Licenses

#### Licensure Requirements for the Electrical Inspector-ICS license

- a) Experience:
1. Five years of experience in construction, design or supervision as a journeyman in a skilled trade currently regulated by the electrical subcode; or
  2. Five years of experience as a construction contractor in a field of construction currently regulated by the electrical subcode; or
  3. Five years of experience as an Electrical Inspector.

Note: The above three categories of experience may be combined to add up to the required total of five years; or

4. Possession of an associate's degree from an accredited institution of higher education, in code enforcement, and two years of subsequent experience in the construction, design, inspection or supervision of construction work currently regulated by the electrical subcode; or
5. Graduation from an accredited institution of higher education with a bachelor's degree in architecture or architectural technology, or in engineering or engineering technology, or in any other major area of study significantly related to building construction, and one year of subsequent experience in the construction, design, inspection or supervision of construction work currently regulated by the electrical subcode; or
6. Possession of a current New Jersey license to practice as an architect or engineer at the time of application.

- b) Education: Successful completion of the Electrical Inspector-ICS approved course. NOTE: See Section III, # 7, and also, the exception to this requirement, at the top of page 8.
- c) Test: Successful completion of test modules 2A and 2B of the NCPCCI examinations or ICC examinations E1 and E2. NOTE: See Section III, # 8.

Licensure Requirements for the Electrical Inspector-HHS license

- a) Experience:
  1. Seven years of experience in construction, design or supervision as a journeyman in a skilled trade currently regulated by the electrical subcode; or
  2. Seven years of experience as a construction contractor in a field of construction currently regulated by the electrical subcode; or
  3. Seven years of experience as an Electrical Inspector

Note: The above three categories of experience may be combined to add up to the required total of seven years; or

  4. Possession of an associate's degree from an accredited institution of higher education, in code enforcement, and three years of subsequent experience in the construction, design, inspection or supervision of construction work currently regulated by the electrical subcode; or
  5. Graduation from an accredited institution of higher education with a bachelor's degree in architecture or architectural technology, or in engineering or engineering technology, or in any other major area of study significantly related to building construction and two years of subsequent experience in the construction, design, inspection or supervision of construction work currently regulated by the electrical subcode; or
  6. Possession of a current New Jersey license to practice as an architect or engineer at the time of application.
- b) Education: Successful completion of the Electrical Inspector-HHS approved course. NOTE: See Section III, # 7, and also, the exception to this requirement, at the top of page 8.

- c) Test: Successful completion of test module 2C of the NCPCCI examinations or ICC examination E3. NOTE: See Section III, # 8.

Exception to the Educational requirement for the Electrical Inspector Licenses

Persons possessing a bachelor's degree in architecture or architectural technology, or in engineering or engineering technology, or in any other major area of study directly related to building construction, or who possess a current New Jersey license/registration to practice as an engineer/architect are exempted from the educational program requirements for the Electrical Inspector-ICS and HHS licenses.

Fire Protection Inspector License

Licensure Requirements for the Fire Protection Inspector-ICS license

- a) Experience:
1. Five years of experience in the fire service (other than as an apprentice or as a person in training), with fire prevention, fire protection, or fire fighting responsibilities; or
  2. Five years of experience in construction, design or supervision as a journeyman in a skilled trade currently regulated by the fire protection subcode; or
  3. Five years of experience as a construction contractor in a field of construction currently regulated by the fire protection subcode.

Note: The above three categories of experience may be combined to add up to the required total of five years; or

4. Possession of an associate's degree from an accredited institution of higher education, in code enforcement, fire science, or fire science technology, and two years of subsequent experience in responsibilities regulated by the fire protection subcode, and/or experience in the fire service with fire prevention, fire protection or firefighting responsibilities; or
5. Graduation from an accredited institution of higher education with a bachelor's degree in fire science, architecture or engineering, or in architectural, engineering or fire science technology, or in any other major area of study significantly related to building construction or fire science, and one year of subsequent experience in

- responsibilities regulated by the fire protection subcode, and/or experience in the fire service with fire prevention, fire protection or firefighting responsibilities; or
6. Possession of a current New Jersey license to practice as an architect or engineer at the time of application.
- b) Education: Successful completion of the Fire Protection Inspector-ICS approved course. NOTE: See Section III, # 7, and also, the exception to this requirement, in the middle of page 10.
- c) Test: Successful completion of test modules 3B and 4A of the NCPCCI examinations (ICC examination M1 may be used as an alternative to exam 4A, above). NOTE: See Section III, # 8.

Licensure Requirements for the Fire Protection Inspector-HHS license

- a) Experience:
1. Seven years of experience in the fire service (other than as an apprentice or as a person in training), with fire prevention, fire protection or fire fighting responsibilities; or
  2. Seven years of experience in construction, design or supervision as a journeyman in a skilled trade currently regulated by the fire protection subcode; or
  3. Seven years of experience as a construction contractor in a field of construction currently regulated by the fire protection subcode.
- Note: The above three categories of experience may be combined to add up to the required total of seven years; or
4. Possession of an associate's degree from an accredited institution of higher education, in code enforcement, fire science or fire science technology, and three years of subsequent experience in responsibilities regulated by the fire protection subcode, and/or experience in the fire service with fire prevention, fire protection or firefighting responsibilities; or
  5. Graduation from an accredited institution of higher education with a bachelor's degree in fire science, architecture or engineering, or in architectural, engineering or fire science technology, or in any other major area of study significantly related to building construction or fire science, and

two years of subsequent experience in responsibilities regulated by the fire protection subcode, and/or experience in the fire service with fire prevention, fire protection or firefighting responsibilities; or

6. Possession of a current New Jersey license to practice as an architect or engineer at the time of application.
- b) Education: Successful completion of the Fire Protection Inspector-HHS approved course. NOTE: See Section III, # 7, and also, the exception to this requirement, below.
- c) Test: Successful completion of test module 3C of the NCPCCI examinations. NOTE: See Section III, # 8.

#### Exception to the Educational requirement for the Fire Protection Inspector Licenses

Persons possessing an associate's degree in code enforcement (with a specialty in fire protection), or in fire science or fire science technology, or a bachelor's degree in architecture, engineering, or fire science, or in architectural, engineering, or fire science technology, or in any other major area of study significantly related to building construction or fire science respectively, or who possess a current New Jersey license/registration to practice as an engineer/architect are exempted from the educational program requirements for the Fire Protection Inspector-ICS and HHS licenses.

#### Plumbing Inspector License

##### Licensure Requirements for the Plumbing Inspector-ICS license

- a) Experience:
1. Five years of experience in construction, design or supervision as a journeyman in a skilled trade currently regulated by the plumbing subcode; or
  2. Five years of experience as a construction contractor in a field of construction currently regulated by the plumbing subcode; or
  3. Five years of experience as a Plumbing Inspector.

Note: The above three categories of experience may be combined to add up to the required total of five years; or

4. Possession of an associate's degree from an accredited institution of higher education, in code enforcement, and two years of

- subsequent experience in the construction, design, inspection or supervision of construction work currently regulated by the plumbing subcode; or
5. Graduation from an accredited institution of higher education with a bachelor's degree in architecture or architectural technology, or in engineering or engineering technology, or in any other major area of study significantly related to building construction, and one year of subsequent experience in construction, design, inspection or supervision of construction currently regulated by the plumbing subcode; or
  6. Possession of a current New Jersey license to practice as an architect or engineer at the time of application.
- b) Education: Successful completion of the Plumbing Inspector-ICS approved course. NOTE: See Section III, # 7, and also, the exception to this requirement, in the middle of page 12.
- c) Test: Successful completion of test modules 5B and 4B of the NCPCCI examinations (ICC examination M2 may be used as an alternative to exam 4B, above). NOTE: See Section III, # 8.

Licensure Requirements for the Plumbing Inspector-HHS license

- a) Experience:
1. Seven years of experience in construction, design or supervision as a journeyman in a skilled trade currently regulated by the plumbing subcode; or
  2. Seven years of experience as a construction contractor in a field of construction currently regulated by the plumbing subcode; or
  3. Seven years of experience as a Plumbing Inspector.
- Note: The above three categories of experience may be combined to add up to the required total of seven years; or
4. Possession of an associate's degree from an accredited institution of higher education, in code enforcement, and three years of subsequent experience in the construction, design, inspection or supervision of construction work currently regulated by the plumbing subcode; or
  5. Graduation from an accredited institution of higher education with a bachelor's degree in architecture or architectural technology, or

in engineering or engineering technology, or in any other major area of study significantly related to building construction, and two years of subsequent experience in the construction, design, inspection or supervision of construction work currently regulated by the plumbing subcode; or

6. Possession of a current New Jersey license to practice as an architect or engineer at the time of application.
- b) Education: Successful completion of the Plumbing Inspector-HHS approved course. NOTE: See Section III, # 7, and also, the exception to this requirement, below.
  - c) Test: Successful completion of test module 5C of the NCPCCI examinations. NOTE: See Section III, # 8.

Exception to the Educational Requirements for the Plumbing Inspector Licenses:

Persons possessing a bachelor's degree in architecture or architectural technology, or in engineering or engineering technology, or in any other major area of study significantly related to building construction, or who possess a current New Jersey license/registration to practice as an engineer/ architect are exempted from the educational program requirements for the Plumbing Inspector-ICS, and HHS licenses.

Elevator Inspector-HHS License

Licensure requirements for the Elevator Inspector-HHS license

- a) Experience:
  1. Seven years of experience as an inspector, journeyman, and/or construction contractor in a field of construction currently regulated by the elevator subcode; or
  2. Possession of an associate's degree from an accredited institution of higher education, in code enforcement, and three years of subsequent experience in the construction, design, inspection or supervision of construction work currently regulated by the elevator subcode; or
  3. Graduation from an accredited institution of higher education with a bachelor's degree in architecture or architectural technology, or in engineering or engineering technology, or in any other major area of study significantly related to building construction, and two years of subsequent experience in construction, design, inspection or supervision in



- 4. Possession of a current New Jersey license/registration as an engineer/architect.
  - a field of construction currently regulated by the elevator subcode; or
- b) Education: Successful completion of the Elevator Inspector approved course. NOTE: See Section III, # 7, and also, the exception to this requirement, below.
- c) Test: Successful completion of test module 6B of the National Certification Program for Construction Code Inspectors (NCPCCI), ONLY. NOTE: See Section III, # 8.

Exception to the Educational Requirement for the Elevator Inspector License:

Persons possessing a bachelor's degree in architecture or architectural technology, or in engineering or engineering technology, or in any other major area of study significantly related to building construction, or who possess a current New Jersey license/registration to practice as an engineer/architect are exempted from the educational program requirements for the Elevator Inspector license.

Inplant Inspector License

Licensure requirements for the Inplant Inspector license

- a) Experience:
  - 1. Five years of experience in construction, design or supervision as a journeyman in a skilled trade currently regulated by the building, electrical, fire protection or plumbing subcode; or
  - 2. Five years of experience as a building, electrical, fire protection or plumbing inspector.
  - 3. Five years of experience as a construction contractor currently regulated by any of the four above enumerated subcodes.

Note: The above three categories of experience may be combined to add up to the required total of five years; or

- 4. Graduation from an accredited institution of higher education with a bachelor's degree in architecture or architectural technology or in engineering or engineering technology, or in any other major area of study

significantly related to building construction, and three years of subsequent experience in any one or more of the fields regulated by the above enumerated subcodes; or

5. Possession of a current New Jersey license/registration as an engineer/architect at the time of application.

b) Test: Successful completion of test modules 1A, 2A, 4A, and 5A of the NCPCCI examinations or ICC examinations B1, E1, M1 along with NCPCCI exam 5A. NOTE: See Section III, # 8.

Mechanical Inspector-1 & 2 Family License

Licensure requirements for the Mechanical Inspector-1 & 2 Family license

a) Valid licensure as an inspector in any subcode area.

b) Test: Successful completion of NCPCCI test modules 4A and 4B or ICC examinations M1 and M2. NOTE: See Section III, # 8. However, also note, that the three-year limit for test validity does not apply for any test module that was utilized to obtain a previously awarded, and currently valid Construction Code Enforcement license.

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IMPORTANT NOTATION: AN APPLICANT WHO IS LICENSED AS A BUILDING INSPECTOR, ELECTRICAL INSPECTOR, FIRE PROTECTION INSPECTOR OR PLUMBING INSPECTOR SHALL BE ELIGIBLE FOR LICENSURE AS AN INSPECTOR AT THE SAME LEVEL OR LOWER IN ANY OTHER SUBCODE, OTHER THAN THE ELEVATOR SAFETY SUBCODE, UPON SATISFACTORY COMPLETION OF THE APPROVED EDUCATIONAL PROGRAM, IF APPLICABLE, AND THE EXAMINATION FOR LICENSURE AS AN INSPECTOR IN THAT OTHER SUBCODE PROVIDED THAT THE APPLICANT HAS AT LEAST THE NUMBER OF YEARS OF EXPERIENCE REQUIRED FOR THAT OTHER SUBCODE INSPECTOR'S LICENSE.

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**Summary of Educational and Examination Requirements  
for Technical Licensure**

<b><u>LICENSE AREA/LEVEL</u></b>	<b><u>NCPCCI EXAM(S) REQUIRED*</u></b>	<b><u>ICC EXAM(S) REQUIRED*</u></b>
Building RCS	1A- Building One- and Two-Family 4A- Mechanical One- and Two-Family	B1- Residential Building Inspector M1- Residential Mechanical Inspector
Building ICS	1B- Building, General 4B- Mechanical, General	B2- Commercial Building Inspector M2- Commercial Mechanical Inspector
Building HHS	1C- Building, Plan Review	B3- Building Plans Examiner
Electrical ICS	2A- Electrical, One- and Two-Family 2B- Electrical, General	E1- Residential Electrical Inspector E2- Commercial Electrical Inspector
Electrical HHS	2C- Electrical, Plan Review	E3- Electrical Plans Examiner
Fire Protection ICS	3B- Fire Protection, General 4A- Mechanical One- and Two-Family	None- 3B is the only acceptable exam M1- Residential Mechanical Inspector
Fire Protection HHS	3C- Fire Protection, Plan Review	None- 3C is the only acceptable exam
Plumbing ICS	5B- Plumbing, General 4B- Mechanical, General	None- 5B is the only acceptable exam M2- Commercial Mechanical Inspector
Plumbing HHS	5C- Plumbing, Plan Review	None- 5C is the only acceptable exam
Elevator HHS	6B- Elevator, General	None- 6B is the only acceptable exam
Mechanical Inspector 1&2 Family	4A- Mechanical, One- and Two-Family 4B- Mechanical, General	M1- Residential Mechanical Inspector M2- Commercial Mechanical Inspector

**SEE SECTION I FOR THE DETAILED EXPERIENCE REQUIREMENTS FOR EACH LICENSE.**

- Each License Area/Level has an Educational Requirement that exactly matches the name of the license itself, except for the Mechanical Inspector license, which does not have an educational requirement.
- **\* Applicants may complete either the NCPCCI or ICC exams to qualify for licensure.**
- The course requirements are waived for all those persons who possess a Bachelor's Degree in Architecture or Architectural Technology, or in Engineering or Engineering Technology, or in any other major area of study significantly related to building construction, or who possess a current N.J. Registration/License as an Architect or Professional Engineer. Persons possessing an Associate's Degree in Code Enforcement will be exempt only from the Building Inspector RCS educational program requirement. In addition to the above exemptions, persons possessing an Associate or Bachelor's degree in Fire Science or Fire Science Technology or in any other major area of study significantly related to fire science, will be exempt from the educational program requirements within the Fire Protection area, only.

### Specific Requirements for Administrative Licenses

The following is a detailed explanation of licensure requirements for the two administrative licenses, namely, the Subcode Official license and the Construction Official license.

#### Subcode Official License

##### Licensure requirements for the subcode official license

A candidate for licensure as a building, electrical, fire protection, plumbing or elevator subcode official shall meet the following qualifications:

1. Possession of the qualifications established herein for a technical inspector license in the same subcode area as the subcode official license being applied for; and
2. Successful completion of the subcode official approved course. Note: A provisional subcode official license will be issued on a one-time basis [N.J.A.C. 5:23-5.22(a)5] pending completion of the subcode official approved course within 24 months of the date of award of the provisional license; and
3. Completion of such additional experience in the subcode of qualification as may be required, beyond that needed for licensure as a technical inspector, to provide at least the following total experience:
  - a) Ten years in construction, design, or supervision as a journeyman in a skilled construction trade currently regulated by the Uniform Construction Code, and/or as a technical inspector ensuring compliance with the Uniform Construction Code, and/or as a construction contractor in a field of construction currently regulated by the Uniform Construction Code; or
  - b) Five years of experience in construction, design, or supervision in building construction work, provided that such persons possess, prior to said referenced experience, at least a bachelor's degree from an accredited institution of higher education, in architecture or architectural technology, or in engineering or engineering technology, or in any other major area of study significantly related to building construction; or
  - c) Three years of experience in construction, design or supervision as a New Jersey licensed engineer or New Jersey registered architect, engaged in building construction work.

EXCEPTION: A candidate for a license as a fire protection subcode official must possess at least three years of the following acceptable experience, or a combination thereof:

- a) Experience as a fire prevention official; and/or
- b) Experience as a fire protection official; and/or
- c) Experience as a firefighter.

#### IMPORTANT NOTATION

A PERSON ALREADY LICENSED AS A BUILDING, PLUMBING, OR ELECTRICAL SUBCODE OFFICIAL, AND WHO IS INTERESTED IN OBTAINING A SUBCODE OFFICIAL LICENSE IN ANOTHER SUBCODE AREA (OTHER THAN IN THE FIRE OR ELEVATOR SUBCODE AREAS) BASED ON QUALIFYING FOR, OR HAVING BEEN AWARDED A TECHNICAL LICENSE AS DESCRIBED UNDER THE HEADING "IMPORTANT NOTATION" ON PAGE 14 OF THIS LICENSING INFORMATION BOOKLET, MUST POSSESS THE FOLLOWING ADDITIONAL SPECIFIC EXPERIENCE:

1. Three years of the following experience, or combination thereof, that is specifically regulated by the subcode area of licensure sought:
  - a) Experience in construction, design, or supervision as a journeyman in a skilled trade; and/or
  - b) Experience as a qualified inspector; and/or
  - c) Experience as a contractor; or
2. Two years of experience in the subcode area of licensure sought, as an inspector or in construction, design or supervision, after having obtained a bachelor's degree from an accredited institution of higher education, in architecture or engineering, or in architectural or engineering technology, or in any other major area of study significantly related to building construction; or
3. One year of experience in the subcode area of licensure sought, as an inspector or in construction, design or supervision as a New Jersey registered/licensed architect/engineer.

A PERSON WHO IS ALREADY LICENSED AS A FIRE PROTECTION SUBCODE OFFICIAL MUST HAVE THE TOTAL NUMBER OF YEARS OF EXPERIENCE AS DESCRIBED ON PAGE 16, NUMBER 3, THAT INCLUDES AT LEAST ONE OF THE THREE CATEGORIES OF EXPERIENCE REQUIREMENTS LISTED ABOVE, IN ORDER TO SATISFY THE EXPERIENCE REQUIREMENT FOR ANY OTHER SUBCODE OFFICIAL LICENSE, OTHER THAN FOR THE ELEVATOR SUBCODE LICENSE.

#### Construction Official License

##### Licensure requirements for the Construction Official License

A candidate for a license as a Construction Official shall meet the following qualifications:

1. Possession of the qualifications established herein for at least one of the five subcode official licenses. Exception: Persons

possessing the Fire Subcode Official license must document: (a) a total of ten years of firefighter experience and/or experience regulated by the Fire Subcode, or (b) five years of said experience subsequent to possession of a bachelor's degree from an accredited institution of higher education, in fire science, architecture or engineering, or in architectural, engineering or fire science technology, or in any other major area of study significantly related to building construction, or (c) three years of said experience referenced in (a) above, as a New Jersey licensed/registered engineer/architect.

2. Successful completion of the construction official approved course. Note: A provisional construction official license will be issued on a one-time basis [N.J.A.C. 5:23-5.22(a)5] to any otherwise qualified person provided such person is licensed as a subcode official, and pending completion of the construction official approved course within 24 months of award of the provisional license.

## SECTION II

### Trainee Inspector and Intern Positions

Persons who do not yet possess all of the qualifications necessary to be licensed as a Uniform Construction Code Inspector in the Building, Electrical, Plumbing or Fire Protection Subcode areas can accept a position as a Trainee Inspector or Intern with a municipal enforcing agency, provided they first qualify and are approved for Registration with the Department of Community Affairs.

Persons being considered for employment as a Trainee Inspector or Intern for a municipal enforcing agency must first apply and qualify for Registration with the Department of Community Affairs before actually being hired by said municipality. No credit for Trainee Inspector or Internship experience will be given by the Department for any period of time during which the applicant is not officially Registered with the Department of Community Affairs.

#### Trainee Inspector Functions

Trainees may perform inspections only under the direct supervision of an official or inspector licensed in the subcode area in which the Trainee position has been approved.

#### Intern Functions

Interns, in addition to the functions of a Trainee, can perform, with the written permission of their supervisor, certain types of inspections without the supervisor being present.

#### Trainee Inspector Requirements

Qualifications to Register as a Building, Electrical or Plumbing Trainee requires an individual to meet minimal appropriate Subcode

related job experience standards of at least one year qualified inspector, contractor, or journeyman documented employment experience, or a combination thereof. Fire Inspector Trainees are required to have at least one year of experience in the fire service (other than as a person in training) with fire prevention, fire protection or firefighting responsibilities. Persons who have graduated from an accredited institution of higher education with an associate's degree in code enforcement, or a bachelor's degree in architecture or architectural technology, or in engineering or engineering technology, or in any other major area of study significantly related to building construction, or who possess a current New Jersey license/registration as an engineer/architect shall be exempted from the experience requirement for trainee registration.

#### Intern Requirements

Persons possessing an associate's degree in Code Enforcement from an accredited institution of higher education, with a major in the Building Subcode area will be qualified to register with the Department as a Building Inspector Intern.

#### General Information Regarding Trainee Inspector and Intern Registration

Trainee and Intern Registration applications can be obtained by calling (609) 984-7834. A non-refundable fee of \$20.00 is required for processing. Trainee and Intern Registration is renewed annually upon submission of a Renewal Application and a non-refundable renewal fee of \$20.00.

Trainees and Interns who receive Trainee or Intern Registration approval, and are employed in a Trainee or Intern position respectively, may use said job experience toward meeting the experience requirements for licensure on a year to year basis, provided they have received satisfactory evaluation ratings from their supervisors.

Registered Trainees must successfully complete the entry level appropriate Subcode area approved Inspector course, and pass the appropriate entry level Subcode area test modules of the NCPCCI or ICC examinations within two years of the effective date of employment in order to remain employed by an enforcing agency.

Registered Interns must pass the appropriate entry level Subcode area test modules of the NCPCCI or ICC examinations within one year of the effective date of employment in order to remain employed by an enforcing agency.

### SECTION III

#### Guidelines for Completing an Application for Licensure and for Trainee Inspector or Intern Registration

**NOTE:** Each of the application forms is identified (see upper right hand corner of the front side of each form) by a specific letter of the alphabet, or by a combination of letters with a number. Examples: Form TL-4, Form A, Form B, and Form E.

1. The first page (white) of the application packet is identified as "Form TL-4," and is to be completed on both sides, and signed before a Notary Public. Do not forget to answer all questions concerning criminal charges on the back of this form.
2. If you are a journeyman, contractor or inspector, fill out "Form A" by detailing your experience. Be sure to give exact titles, dates, and a description of responsibilities for each position of employment held. Note: All dates must include the month day and year that you started in a given position as well as the complete ending date of that position.
3. Before you can claim journeyman experience you must be able to prove or document a formal or informal apprenticeship, or its acceptable equivalent as determined by the Division. In general, the Division utilizes the U.S. Dept. of Labor's guidelines regarding the standard duration of apprenticeship programs. Note: Apprenticeship experience is not acceptable toward fulfilling the experience requirement for licensure as a code enforcement official. It is a prerequisite for claiming journeyman status. Also note: Experience as an inspector of building structures is recognized as an apprenticeable occupation. The Division has therefore established a minimum of one-year prerequisite experience in work that requires a knowledge of building structures and/or repair, before it will give credit to an applicant as a qualified inspector of buildings or building structures.
4. If you have a bachelor's degree in architecture or architectural technology, or in engineering or engineering technology, or in any other major area of study significantly related to building construction, or possess a New Jersey registration/license to practice as an architect or engineer, please fill out "Form B." NOTE: An official college transcript is required for relevant degrees.
5. If you are applying for a license or for Registration as a Trainee in the Fire Subcode area, please complete "Form E."
6. All experience claimed by you on your application (Forms A, B, and/or E) must be documented as described in SECTION IV, page 22. Credit for part time work shall be given by the Department on a proportional basis only, for those persons not employed full time. No additional credit for experience will be given for overtime hours, nor will any credit be given for that portion of full or part time experience not involving the construction or alteration of buildings (or its equivalent), except in those instances permitted for licensure in the Fire Subcode area. The Department utilizes a 35-hour work-week as its equivalent standard for full time employment. Note: Any experience gained in violation of the State of New Jersey's Child Labor Law will be disqualified and may be subject to investigation.
7. Originals of the appropriate successfully completed approved course certificates must be submitted at the time of application, or within 18 months after the date of application. Note: Effective February 1, 1997, approved courses completed beyond five years prior to the time of application for licensure are not valid.
8. Copies of the appropriate successfully completed test module results must be submitted at the time of application, or within 18 months after the date of application. Note: Test modules taken beyond three years prior to the date of application for licensure, will not be recognized except in instances where a test module was utilized to obtain a previously awarded, and currently valid Construction Code Enforcement license. Note that effective January 1, 2004 an applicant may provide proof of successfully completing a test module required per the National Certification Program for Construction Code Inspectors (NCPCCI) or the International Code Council (ICC).



## SECTION IV

### Types of Documentation Required to Substantiate Relevant Experience for Licensure and for Trainee Inspector or Intern Registration

The purpose of this Section is to help you, the applicant, to obtain correct documentation of the relevant experience which you listed and described in detail on Forms A, B, and/or E of your license/registration application. Your claim of experience on these forms must be documented in accord with the Division's standards regarding acceptable methods of documentation/certification. The following methods therefore, have been determined by the Division as the most reasonably certain and reliable, based on the fact that persons certifying an applicant's claim of experience, as well as the applicants themselves, are totally responsible for the content of said letters of certification, and therefore liable for false statements, and any resulting consequences.

All letters/affidavits of certification of experience are to be originals, and signed by authorized personnel only. They must be dated and notarized as "subscribed and sworn to." The official title of the authorized person certifying an applicant's experience must be indicated beneath his/her closing signature. Beginning and ending dates of an applicant's employment are to specify the month, day, and year.

Sample affidavits/letters of certification of an applicant's relevant employment are found on pages 26 through 43 (Exhibits 1 through 18) for your convenience. The purpose of these sample letters is to emphasize the essential statements and dates that must be included (if, indeed, applicable) in affidavits/letters of certification, in order for them to be accepted by the Division.

**NOTE:** In instances where an applicant is unable to obtain letters of documentation for the remaining 10% of the required experience needed for licensure, the applicant can self-certify said remaining 10% via his own affidavit.

#### WAYS TO DOCUMENT RELEVANT EXPERIENCE

##### A. Inspector Experience

**Note:** One of the following three relevant methods may be used to document inspection experience. Notary authorizations are to include the words "subscribed and sworn to before me this day/month/year," the printed name and address of the Notary, the State from which the Notary is commissioned, the Date of Commission Expiration, and the authorized signature of the Notary.

1. Notarized letter, on official letterhead, from the Personnel Officer, Municipal Clerk, or Business Manager, attesting to the active and continuous employment of the applicant in claimed inspector position (see page 21, #3). The letter must include the appointment date (month-day-year) and the ending date (month-day-year) of service. It must also indicate whether the applicant worked as a full time or part time inspector, and specifically state the number of hours worked per week, if part time. See exhibit 1, pg. 26.
2. Notarized letter, on official letterhead, from a recognized non-governmental inspection business/company/corporation, responsible for the inspection of building structures, attesting to the active and continuous employment of the applicant in claimed building

inspection position (see page 21, #3). The letter must also state the firm's source of recognition as an authorized and reputable inspection business, such as possession of a relevant license, or membership in a recognized county, state or national building inspection association. See exhibit 2, pg. 27.

3. Notarized letter, on business letterhead, from past/present employers, attesting to the exact "from" and "to" dates you were employed in a position in which your primary responsibility was/is as a technical inspector to assure compliance with architectural plans and specifications in accord with building codes (see page 21, #3). The writer must also certify to your full or part time employment; if part time, the number of hours per week must be certified to. See exhibit 3, pg. 28.

#### B. Journeyman Experience

Note: Both methods "1" or "2" below are the normally accepted ways to document journeyman experience. Method "3" is an alternative form in cases where methods "1" and "2" are no longer possible. See page 21, #4 of the Licensing Information Booklet, regarding the need to document a formal or informal apprenticeship, or its acceptable equivalent as determined by Division policy, before journeyman experience in a given trade will be accepted by the Division. Notary authorizations are to include the words "subscribed and sworn to before me this day/month/year," the printed name and address of the Notary, the State from which the Notary is commissioned, the Date of Commission Expiration, and the authorized signature of the Notary.

1. Notarized letters of past and/or present employers, written on business letterhead, stating the exact "from" and "to" dates employed as a journeyman (indicate specific journeyman trade/status, such as carpenter, mason, inspector, etc.), and listing specific responsibilities during said period of employment. The letter must also indicate whether the applicant worked full or part time. If part time, the number of hours worked per week must be indicated. See exhibit 4, pg. 29. Note: Letters from employer relatives must be accompanied by some other supportive acceptable proof of employment, such as a letter from the employer's accountant, certifying that he (the accountant) can attest to the fact that the applicant did, indeed, work as a journeyman for his relative, for the hours per week, and the period of time certified to, by the employer relative.
2. Notarized letter from the applicant's Union Business Agent, written on official letterhead stationery, testifying to the years of full time/part time (to be specifically indicated) active and continuous employment as a journeyman (indicate specific journeyman trade, such as carpenter, mason, etc.). If applicant worked part time, the number of hours worked per week must be indicated. Dates of apprenticeship duration and completion must also be stated. See exhibit 5, pg. 30.
3. Affidavits from 3rd parties, such as:
  - a) Co-workers in the same trade as applicant. See exhibit 6, pg. 31.
  - b) Former supervisors. See exhibit 7, pg. 32.
  - c) Applicant's accountant, or tax preparer. See exhibit 8, pg. 33.Note: Affidavits from persons described in 3a and 3b above may require additional supportive documentation.

### C. Experience As A Self-employed Contractor/Architect/Engineer

Note: Two or more of the following nine methods of documentation are required. In order to be credited for self-employment as a contractor, sub-contractor, architect or engineer, at least two of the following methods must cover the same period of time. In addition, at least one of the methods chosen must include a certification by the writer that he or she has personal knowledge of the applicant's full time or part time active and continuous engagement as an actual working participant of a building, electrical, plumbing or elevator business, corporation, partnership or sole proprietorship. If the self-employment is part time, the number of hours per week must be certified to, by the author of the letter. Notary authorizations are to include the name and address of the Notary, the State from which the Notary is commissioned, the Date of Commission Expiration, and the authorized signature of the Notary.

1. Notarized letter, with official letterhead, from a Registered or Certified Public Accountant (CPA), certifying the type of business conducted by the applicant, and the years of federal tax filing completed on behalf of the applicant. Actual beginning and ending dates of business activity must also be indicated in this letter. See exhibit 9, pg. 34.
2. Notarized letter, with official letterhead, from an executive bank officer, certifying the type of business conducted by the applicant, with the opening date of the applicant's business account, plus the years of active and continuous business done through the account. The letter must indicate the applicant's name, along with the business name that the applicant is trading as. See exhibit 10, pg. 35.
3. Notarized "bonding company" letter, with official letterhead, attesting to the initial construction bonding date, policy number, and type of policy coverage on a year-to-year basis. In cases when a corporation is bonded, the letter must specifically certify to the applicant's official title as a corporate officer. See exhibit 11, pg. 36.
4. Notarized insurance carrier or agent letter, with official letterhead, attesting to the initial policy date, policy number, and type of policy coverage on a year-to-year basis. See exhibit 12, pg. 37.
5. Notarized professional association letter, with official letterhead, attesting to the applicant's specific dates (month/day/year to month/day/year) of membership, membership requirements and membership responsibilities. (Only national, state or county associations directly related to trades or businesses in the appropriate subcode area are acceptable.) See exhibit 13, pg. 38.
6. Affidavits/notarized letters from licensed attorneys or business associates, certifying personal knowledge of the applicant's continuous activity as a building, electrical, plumbing or elevator contractor. See exhibits 14 and 15, pages 39 and 40.
7. Affidavits from subcode and/or Construction Officials who have gained (as a result of several years of employment as a code official of new

construction in a given municipality) personal knowledge of an applicant's continuous activity as a building, plumbing, electrical or elevator contractor, through the issuance of permits and Certificates of Occupancy. See exhibit 16, pg. 41.

8. Copy of the applicant's Certificate of Incorporation with proof of continued validity. Note: As a corporate officer and owner or part owner of a corporation however, the applicant must be an active working participant as a building, electrical, plumbing or elevator contractor, engineer, and/or architect.
9. Copy of applicant's original N.J. State License/Registration from the State Board of Architects, Professional Engineers, Electrical Contractors or Master Plumbers, for the applicable subcode area of licensure sought.

#### D. Fire Service Experience

Note: The following method is an acceptable form of documentation of experience in the fire service. Notary authorizations are to include the words "subscribed and sworn to before me this day/month/year," the printed name and address of the Notary, the State from which the Notary is commissioned, the Date of Commission Expiration, and the authorized signature of the Notary.

1. Notarized letter, with official letterhead, from the Fire Chief of the Fire Company by which the applicant is employed, or of which he is a volunteer firefighter/officer. The letter must be able to certify to full or part time responsibilities as a firefighter. Part time career hours per week, or "on call" hours per week as a volunteer firefighter, must be certified to. Also, all fire service positions held by the applicant, including the dates in each position, are to be clearly indicated in said letter. A similar letter from the appropriate authorized personnel officer will be accepted by the Division if a letter from the Fire Chief is not accessible. See exhibit 17, pg 42.

#### E. Professional Experience

Note: The following method is an acceptable form of documentation of experience as an employed engineer or architect. Notary authorizations are to include the words "subscribed and sworn to before me this day/month/year," the printed name and address of the Notary, the State from which the Notary is commissioned, the Date of Commission Expiration, and the authorized signature of the Notary.

1. Notarized letter, with official letterhead, from the Engineering or Architectural firm, or the governmental agency by whom the applicant is/was employed as an engineer or architect. Exact dates (month/day/year to month/day/year) of full time/part time (if part time, the number of hours worked per week must be stated) employment must be indicated, as well as the percentage breakdown of time the applicant is/was occupied with specific responsibilities related to one or more of the following subcode areas: Building, Plumbing, Electrical, Fire Protection, or Elevator Safety, --giving the average percentage of time spent in each of these areas, if applicable and appropriate. See exhibit 18, pg 43.

BOROUGH OF NORTH MANSDALE  
777 Somerset Avenue  
North Mansdale, New Jersey 07077

January 1, 2002

Mr. John A. Delesandro, Supervisor  
of Licensing  
Division of Codes & Standards  
New Jersey Department of Community Affairs  
PO Box 802  
Trenton, New Jersey 08625-0802

Dear Mr. Delesandro:

This is to certify that Mr. James Clark has been employed by the Borough of North Mansdale from June 10, 1996 to the present time, in the position of Housing Inspector. He was, and still is, a full time employee in that title. (If part time, indicate work hours per week.)

Very truly yours,

Theodore Banks  
Borough Administrator

TB:jn

NOTARY AUTHORIZATIONS MUST INCLUDE:  
"Subscribed and sworn to before me this day/month/year"  
Printed Name and Address of Notary  
State from which Notary is Commissioned  
Date of Commission Expiration  
Authorized Signature of Notary  
Notary Seal

EXHIBIT 2

A-1 Building Inspection Services, Inc.  
201 Third Street  
Montgomery, Pennsylvania 10211

August 10, 2014

Mr. John A. Delesandro, Supervisor  
of Licensing  
Division of Codes & Standards  
New Jersey Department of Community Affairs  
PO Box 802  
Trenton, New Jersey 08625-0802

Dear Mr. Delesandro:

Mr. Thomas Drew has been employed by us full time/part time (please specify; if part time, indicate hours worked per week) as an inspector of buildings (give details as to the specific kinds of inspections for which the applicant was/is responsible), since January 12, 1995 to the present.

Our Corporation is responsible for the inspection of (give details and purpose for the inspections).

We have been a member in good standing with the American Association of Building Inspection Providers, since October 3, 1973. Membership requirements include (give details).

Should you need any further information concerning Mr. Drew or our Corporation, please do not hesitate to contact us.

Sincerely,

Alexander Dunn  
Vice President

AD:jn

NOTARY AUTHORIZATIONS MUST INCLUDE:

"Subscribed and sworn to before me this day/month/year"

Printed Name and Address of Notary

State from which Notary is Commissioned

Date of Commission Expiration

Authorized Signature of Notary

Notary Seal

BESCO HOMES, INC.  
123 BURNS AVENUE  
SUNRISE, NEW JERSEY 07701

Mr. John A. Delesandro, Supervisor  
of Licensing  
Division of Codes & Standards  
New Jersey Department of Community Affairs  
PO Box 802  
Trenton, New Jersey 08625-0802

March 19, 2004

Dear Mr. Delesandro:

Mr. John Smith has been employed by us full time (if part time, please certify to the number of hours worked per week) in the position of Project Manager/Superintendent/Construction Supervisor/etc. (please be specific), and his primary responsibility has always been to personally perform the actual technical inspection of building construction to assure compliance with building codes, from January 1, 1998 to January 1, 2004, a total of six years.

As Project Manager/Superintendent/ Construction Supervisor/etc. (be specific) his inspections consisted of (give details).

Should you need any further information concerning the above, please do not hesitate to call (609) 222-3333.

Sincerely,

Joseph Teller  
President

JT:tb

NOTARY AUTHORIZATIONS MUST INCLUDE:  
"Subscribed and sworn to before me this day/month/year  
Printed Name and Address of Notary  
State from which Notary is Commissioned  
Date of Commission Expiration  
Authorized Signature of Notary  
Notary Seal

WILLIAM S. BRECK  
CONTRACTOR-BUILDER  
64 Newton Avenue  
Erie, N.J. 08321

January 3, 2011

Mr. John A. Delesandro, Supervisor  
of Licensing  
Division of Codes & Standards  
New Jersey Department of Community Affairs  
PO Box 802  
Trenton, New Jersey 08625-0802

Dear Mr. Delesandro:

Mr. Albert Snyder served a four-year apprenticeship, working full time as a carpenter for my company, from June 22, 1993 to June 31, 1997. Mr. Snyder was taught all the aspects of the trade of carpentry, including layout, framing, and interior finishing.

He then worked full time on a continuous basis, as a journeyman carpenter in the construction of residential and commercial buildings, from June 31, 1997 to June 10, 2010. (If applicant worked part time, indicate hours worked per week.)

Respectfully,

William S. Breck  
Contractor-Builder

WSB:jn

NOTARY AUTHORIZATIONS MUST INCLUDE:  
"Subscribed and sworn to before me this day/month/year"  
Printed Name and Address of Notary  
State from which Notary is Commissioned  
Date of Commission Expiration  
Authorized Signature of Notary  
Notary Seal



LOCAL UNION NO. 7777  
UNITED CARPENTERS AND JOINERS OF THE UNITED STATES  
206 Broad Street, Belle, New Jersey 07007  
Telephone 678-9077

October 1, 2012

Mr. John A. Delesandro, Supervisor  
of Licensing  
Division of Codes & Standards  
New Jersey Department of Community Affairs  
PO Box 802  
Trenton, New Jersey 08625-0802

Dear Mr. Delesandro:

This is to certify that Mr. Robert Brooks has served his apprenticeship and is a journeyman carpenter of Local Union No. 7777.

Mr. Brooks became a member on April 1, 1998.

He served his four-year apprenticeship as a full time carpenter, from April 1, 1998 to March 31, 2002.

Mr. Brooks has subsequently worked actively and continuously through our local as full time journeyman carpenter from month/day/year to month/day/year.

Sincerely,

Christopher Firdon  
Business Agent/Manager

CF:jn

NOTARY AUTHORIZATIONS MUST INCLUDE:  
"Subscribed and sworn to before me this day/month/year"  
Printed Name and Address of Notary  
State from which Notary is Commissioned  
Date of Commission Expiration  
Authorized Signature of Notary  
Notary Seal

SAMPLE AFFIDAVIT

Affidavit of Roger Grant

State of New Jersey :  
County of Salem : SS.

To: State of New Jersey  
Department of Community Affairs  
Division of Codes & Standards

Roger Grant, of full age, upon his oath, according to law, deposes and says:

1. I am presently working in the building construction field, trading as Grant Builders (give current address), and have had my own building construction business since October 23, 1983

2. I have known Thomas Drew personally since July 14, 1970, at which time he and I worked as carpenters for the same building construction company, known as Abrams Building Contractors, a company which is no longer in existence (indicate former address) since January, 1984. We continued working together for said construction company until October 1, 1983, at which time I left Abrams Building Contractors to start my own building construction business.

3. I therefore have personal knowledge that Thomas Drew had been employed by Abrams Building Contractors as a full time (if part time, the number of hours worked per week would have to be certified to) carpenter, from at least July 14, 1970 to October 1, 1983.

4. I am giving this Affidavit in support of Mr. Thomas Drew's license application submitted to the Division of Codes & Standards, and therefore realize the gravity of my statements in this regard.

Subscribed and sworn to :  
before me this 16th day :  
of October, 2013

Signed : Roger Grant

Signed: Joanne Dempsey  
A Notary Public of New Jersey  
My Commission Expires May 13, 2014

Notary Address:  
Notary Seal

Note: Affidavits of this type may require additional supportive documentation, such as a copy of the applicant's "Statement of Social Security Earnings" for the years of employment referenced in the Affidavit provided.

SAMPLE AFFIDAVIT

Affidavit of Michael Devine

State of New Jersey :  
County of Cape May : SS.

To: State of New Jersey  
Department of Community Affairs  
Division of Codes & Standards

Michael Devine, of full age, upon his oath, according to law, deposes and says:

1. I am presently working in the building construction field, trading as Michael Devine Builders (give current address), and have had my own building construction business since October 23, 1983.

2. I have know Thomas Drew personally since July 14, 1970, at which time he and I worked for the same building construction company, known as Abrams Building Contractors, a company no longer in existence (indicate former address) since January, 1984. I was Thomas Drew's supervisor during the entire period of our employment as carpenters with Abrams Building Contractors from July 14, 1970 through October 1, 1983, at which time I left Abrams Building Contractors to start my own building construction business.

3. I therefore have personal knowledge that Thomas Drew had been employed as a full time (if part time, the number of hours worked per week would have to be certified to) carpenter under my direct supervision, while employed by Abrams Building Contractors from, at least, July 14, 1970 to October 1, 1983.

4. I am giving this Affidavit in support of Mr. Thomas Drew's license application submitted to the Division of Codes & Standards, and therefore realize the gravity of my statements in this regard.

Subscribed and sworn to :  
before me on this 16th day :  
of October, 2002:

Signed: Michael Devine

Signed: Joanne Dempsey  
A Notary Public of New Jersey  
My Commission Expires May 13, 2003

Notary Address:  
Notary Seal

Note: Affidavits of this type may require additional supportive documentation, such as a copy of the applicant's "Statement of Social Security Earnings" for the years of employment referenced in the Affidavit provided.

RICHARD H. PEARLMAN  
CERTIFIED PUBLIC ACCOUNTANT  
71 Hallow Road  
Morrisville, New Jersey 08717

January 17, 2011

Mr. John A. Delesandro, Supervisor  
of Licensing  
Division of Codes & Standards  
New Jersey Department of Community Affairs  
PO Box 802  
Trenton, New Jersey 08625-0802

Dear Mr. Delesandro:

This is to certify that I have prepared Mr. Thomas Drew's Income Tax Returns for the years 1996 through 2010. I can therefore attest through personal knowledge, and as a result of Mr. Drew's W-2 Forms and his declared occupation on his 1040 Federal Tax Returns, that Mr. Drew was employed full time (if part time, the average number of hours worked per week would have to be certified to) as a carpenter by Abbot's Building Contractors (a company no longer in existence since January, 1984), from April 10, 1996 to December 31, 2010.

Should you need any further information concerning this matter, please call (609) 876-0243.

Sincerely

Richard H. Pearlman  
Certified Public Accountant

RHP:jn

NOTARY AUTHORIZATIONS MUST INCLUDE:

"Subscribed and sworn to before me this day/month/year"  
Printed Name and Address of Notary  
State from which Notary is Commissioned  
Date of Commission Expiration  
Authorized Signature of Notary  
Notary Seal

RODNEY L. MANSFIELD  
CERTIFIED PUBLIC ACCOUNTANT  
71 Hallow Road  
Morrisville, New Jersey 08717

January 17, 2009

Mr. John A. Delesandro, Supervisor  
of Licensing  
Division of Codes & Standards  
New Jersey Department of Community Affairs  
PO Box 802  
Trenton, New Jersey 08625-0802

Dear Mr. Delesandro:

This is to certify that in the years from 1998 to 2008, I have prepared the income tax returns of Mr. Paul Jones. I can therefore attest through personal knowledge, and as a result of these tax returns, that Mr. Jones has been, and still is, a full time (if part time, the average number of hours worked per week would have to be certified to) self-employed engineer/architect since October 10, 1998 to January 17, 2009, a total of 10 years and 3 months.

All (otherwise indicate average percent) of Mr. Jones' self-employment involved services as a designer of buildings.

Sincerely,

Robert L. Mansfield  
Certified Public Accountant

RLM:jn

NOTARY AUTHORIZATIONS MUST INCLUDE:

"Subscribed and sworn to before me this day/month/year"  
Printed Name and Address of Notary  
State from which Notary is Commissioned  
Date of Commission Expiration  
Authorized Signature of Notary  
Notary Seal

INTERNATIONAL TRUST COMPANY  
1000 Rainier's Avenue  
Old Creek, New Jersey 08977

April 10, 2008

Mr. John A. Delesandro, Supervisor  
of Licensing  
Division of Codes & Standards  
New Jersey Department of Community Affairs  
PO Box 802  
Trenton, New Jersey 08625-0802

Dear Mr. Delesandro:

Please be advised that Mr. Robert Potkan, trading as Ace Plumbing Co., has maintained the above checking account at our office since May 1, 1990.

I can personally attest to the fact that Mr. Robert Potkan has been actively and continuously engaged full time in the plumbing business since, at least, from May 1, 1990, the time he opened a business checking account with us. The account has been handled in a satisfactory manner, and Mr. Potkan has always been a customer in good standing.

Sincerely,

Adele Johnson  
Assistant Vice President

AJ:jn

NOTARY AUTHORIZATIONS MUST INCLUDE:  
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SUNRISE BONDING AND ASSURANCE, INC.

SUNRISE BOULEVARD  
SUNRISE, NEW JERSEY 77777

May 17, 2012

Mr. John A. Delesandro, Supervisor  
of Licensing  
Division of Codes & Standards  
New Jersey Department of Community Affairs  
PO Box 802  
Trenton, New Jersey 08625-0802

Dear Mr. Delesandro:

I am the agent for Sunrise Bonding and Assurance, Inc., of Sunrise, New Jersey. We attest through this letter that our insured, Raymond Stevenson, trading as "Stevenson Construction Company," policy number \_\_\_\_\_, has been bonded by this Company from June 30, 1999 through September 19, 2011 inclusive, for the construction of residential and commercial buildings in the State of New Jersey and/or Pennsylvania.

Sincerely yours,

SUNRISE BONDING AND ASSURANCE INC.  
Signed

Authorized Title

EH/jh

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INSURANCE COMPANY OF SOUTH AMERICA  
57 Pemberton Street, Brooklyn, New Jersey 07777  
201/197-1984

May 23, 2005

Mr. John A. Delesandro, Supervisor  
of Licensing  
Division of Codes & Standards  
New Jersey Department of Community Affairs  
PO Box 802  
Trenton, New Jersey 08625-0802

Re: Leonard R. Count

Dear Mr. Delesandro:

This is to certify that Mr. Leonard R. Count, trading as L & H Builders, has carried Contractors' Liability Insurance (Policy number \_\_\_\_\_) with our company on a continuous year-to-year basis, from February 10, 2001, to the present date.

Very truly yours,

Ronald H. Anderson  
Liability Underwriter

RHA:jn

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ASSOCIATION OF PLUMBING CONTRACTORS, INC.

10 Broad Street  
Brownsville, New Jersey 61090

May 21, 2004

Mr. John A. Delesandro, Supervisor  
of Licensing  
Division of Codes & Standards  
New Jersey Department of Community Affairs  
PO Box 802  
Trenton, New Jersey 08625-0802

Dear Mr. Delesandro:

Mr. Basil R. Hill has been an active member of our Association in good standing, since June 15, 1996, to the present date.

Membership requirements mandate that he be actively engaged as a full time plumbing contractor.

During his membership, he has attended all required code seminars and training courses.

Respectfully,

Matthew Hicks  
President

MH:jn

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SAMPLE AFFIDAVIT

AFFIDAVIT of James W. Reed

STATE OF NEW JERSEY :  
COUNTY OF OCEAN : SS.

TO: State of New Jersey  
Department of Community Affairs  
Division of Codes & Standards

James W. Reed, of full age, upon his oath, according to law, deposes and says:

1. I am an attorney at law licensed by the State of New Jersey and have been since February of 1977. I have been engaged in the private practice of law for eleven years.

2. I know John S. Smith personally, and I have been his attorney since September of 1976. As his attorney, I have not only handled legal matters for him and his company, the John S. Smith Plumbing and Heating, Inc., but I am also familiar with various aspects of his business, including customers for whom he has performed plumbing and heating services.

3. I have personal knowledge that John S. Smith has been continuously engaged on a full time basis, as a plumbing and heating contractor, both, for residential and commercial buildings, since September 1, 1976 to the present date.

4. I am giving this Affidavit in support of his license application submitted to the Division of Codes & Standards, and therefore realize the gravity of my statements in this regard.

Subscribed and sworn to :  
before me this 30th day :  
of September, 2003. Signed: James W. Reed

Signed: Joanne Dempsey  
A Notary Public of New Jersey  
My Commission Expires May 10, 2005

Notary Address:  
Notary Seal

Simon and Brockton  
PROFESSIONAL CORPORATION  
COUNSELORS AT LAW  
POST OFFICE BOX 1875  
Martinfield, New Jersey 08087

October 7, 2006

Mr. John A. Delesandro, Supervisor  
of Licensing  
Division of Codes & Standards  
New Jersey Department of Community Affairs  
PO Box 802  
Trenton, New Jersey 08625-0802

Dear Mr. Delesandro:

I have known and represented John S. Smith since August of 1999, when I began practicing law in Martinfield. Mr. Smith was one of my very first clients. I can therefore personally certify that Mr. Smith was actively and continuously in business as a full time self-employed custom homebuilder from August of 1999 through April, 2006.

Should further information be required, I would be glad to supply it.

Very truly yours,  
Simon and Becker

Earl Simon  
Counselor at Law

ES/ch

Sworn and subscribed to before  
me this 7th day of October, 2006.

Signed: Christine Johnson  
A Notary Public of New Jersey  
My Commission Expires December 3, 2007

Notary Address:  
Notary Seal

SAMPLE AFFIDAVIT

Affidavit of Bruce Hendricks

State of New Jersey :  
County of Middlesex : ss.

To: State of New Jersey  
Department of Community Affairs  
Division of Codes & Standards

Bruce Hendricks, of full age, upon his oath, according to law, deposes and says:

1. I am presently, and have been the Building, Electrical, Plumbing and/or Fire Protection (indicate applicable subcode area or areas) Subcode Official and/or Construction Official for the Township of Bayersville in Middlesex County since March 1, 1977

2. I have known Mr. Thomas Drew personally since May of 1977, at which time he first appeared in our Code Enforcement Agency for a building construction permit. Mr. Drew continued to obtain building permits from our Agency on a continuous basis. His building contracting business was, and still is, known as Drew Builders, located at 313 Chestnut Street, Bayersville Township (Middlesex), New Jersey.

3. I can therefore personally attest to the fact that Mr. Thomas Drew has been actively and continuously engaged as a full time building contractor since, at least, March 1, 1977, to the present time.

4. I am giving this Affidavit in support of Mr. Thomas Drew's license application submitted to the Division of Codes & Standards, and therefore realize the gravity of my statements in this regard.

Subscribed and sworn to :  
before me this 20th day :  
of October, 2007

Signed : Bruce Hendricks  
Building Subcode Official  
Bayersville Township, N.J.

Signed: Joanne Dempsey  
A Notary Public of New Jersey  
My Commission Expires May 13, 2009

Notary Address:  
Notary Seal

LITTLE ROCK FIRE DEPARTMENT  
1013 BROAD Street  
Little Rock, Arkansas 20168

Organized 1917

December 17, 2001

Mr. John A. Delesandro, Supervisor of Licensing  
Division of Codes & Standards  
New Jersey Department of Community Affairs  
PO Box 802  
Trenton, New Jersey 08625-0802

Dear Mr. Delesandro:

This is to certify that Mr. John Doe completed all necessary training to become a full-fledged career/volunteer (specify one) firefighter of this Department on \_\_\_\_\_, and has since been an active, full time (if part time, or "on call" as a volunteer firefighter, the hours per week must also be certified to) firefighting member of the Little Rock Fire Department from February 14, 1977 to February 14, 1985. During this time he has served in the following capacities:

Fire fighter	2/14/77 - 2/13/83
Lieutenant	2/14/83 - 2/13/84
Captain	2/14/84 - 2/14/85

Very truly yours,

Robert Ricco  
Chief

RR:jn

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Date of Commission Expiration  
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ALLIED CONSULTING ENGINEERS  
AND ARCHITECTS  
38 WEST MONTGOMERY STREET  
ERIE, PENNSYLVANIA 10962

December 10, 2007

Mr. John A. Delesandro, Supervisor of Licensing  
Division of Codes & Standards  
New Jersey Department of Community Affairs  
PO Box 802  
Trenton, New Jersey 08625-0802

Dear Mr. Delesandro:

Please be advised that Henry Blake was/is in our employ full time/part time (please specify; if part time, indicate hours worked per week), holding the position of Senior Architect/Engineer, since January 14, 1973 to June 30, 1986.

During this period of employment, 100 per cent (or indicate appropriate percent) of his responsibilities as a graduate/professional engineer/architect were related to the construction or alteration of buildings of commercial, industrial and/or residential projects.

Of the above referenced percentage, 100 per cent of his duties were spent directly on Building Subcode responsibilities.

**(IF indeed said responsibilities are/were related to two or more of the subcode areas, then the percentage of one's duties devoted to each subcode area must be specifically certified).**

Very truly yours,

Emerson Hicks  
President

EH:jn

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SECTION V

License Application Fee Schedule

A non-refundable application fee of \$91.00 shall be charged in each of the following instances:

1. Application for any one given technical license specialty (RCS, for example), or specialties, (for example: RCS, ICS and HHS within the same Subcode area at the same time) or for the Inplant or Mechanical Inspector-1 & 2 Family license.
2. Application for any one given technical license specialty, or specialties, plus the related Subcode Official license, if both are applied for at the same time.
3. Application for any one given technical license specialty, or specialties, plus the related Subcode Official license, as well as the Construction Official license, if all three are applied for at the same time.

A non-refundable application fee of \$49.00 shall be charged for each Administrative license applied for, separately from a technical license.

All checks and money orders are to be made payable to the "Treasurer, State of New Jersey."

NOTE: When submitting an application and non-refundable fee for licensure, you have 18 months to complete all necessary requirements for the licenses applied for. At the end of that period, your application shall be deemed abandoned for any license request that remains incomplete, and a new application and fee shall be required if you desire to re-apply [N.J.A.C. 5:23-5.5(b)3].