

Housing Code Official and Inspector of Hotels and Multiple Dwellings Licensing Information Booklet

**NJ Department of Community Affairs
Division of Codes and Standards**

Code Official Licensing Unit



**Philip D. Murphy, Governor
Lt. Governor Sheila Y. Oliver, Commissioner
Edward M. Smith, Director**

Table of Contents

	<u>Page</u>
<u>Introduction</u>	<u>1</u>
<u>General requirements</u>	<u>1</u>
<u>Specific Requirements:</u>	
<u>Inspector of Hotels and Multiple Dwellings, Trainee</u>	<u>2</u>
<u>Inspector of Hotels and Multiple Dwellings</u>	<u>2</u>
<u>Housing Code Official</u>	<u>3</u>
<u>Exceptions</u>	<u>3</u>
<u>Continuing Education</u>	<u>4</u>
<u>Guide to Completing an Application</u>	<u>4</u>
<u>Types of Documentation Required</u>	<u>5</u>
<u>Ways to Document Experience</u>	<u>6</u>
<u>Inspector Experience</u>	<u>6</u>
<u>Construction Trade Experience</u>	<u>7</u>
<u>Self-Employment Experience</u>	<u>8</u>
<u>Professional Experience</u>	<u>9</u>
<u>Sample letters of documentation</u>	<u>10-25</u>
<u>Fee Schedule</u>	<u>26</u>

Introduction

Regulations implementing the licensure of Hotel and Multiple Dwelling Inspectors and Officials became effective December 17, 2001. (N.J.A.C. 5:10-1A and 1B), and will become operative July 1, 2002.

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

Code Official Licensing Unit
P.O. Box 802
Trenton, NJ 08625-0802

Phone: 609-984-7834

E-mail: codes.licensing@dca.nj.gov

This handbook is intended for use by applicants for licensure as an Inspector of Hotels and Multiple Dwellings, Trainee or as an Inspector of Hotels and Multiple Dwellings or as an Housing Code Official, pursuant to N.J.A.C. 5:10-1A and 1B. It will explain licensure requirements as well as describe what standards the Division uses in determining adequate documentation of educational, examination and experiential credentials.

Types of Licenses Issued

Inspectors of Hotels and Multiple Dwellings, Trainee are authorized to carry out the very basic inspection of hotels and multiple dwellings under the direct supervision of either a licensed Inspector of Hotels and Multiple Dwellings or Housing Code Official.

Inspectors of Hotels and Multiple Dwellings are authorized to carry out field inspection of hotels and multiple dwellings within an enforcing agency such as a municipality, or for the State of NJ, under the supervision of a licensed Housing Code Official in accordance with the State Hotel and Multiple Dwelling Law and regulations.

Housing Code Officials are authorized to act as the first line supervisor in an enforcing agency responsible for the administration and enforcement of the State Hotel and Multiple Dwelling Law and regulations.

General License Requirements

Generally speaking, all applicants for licensure must meet minimum yet specific experience requirements. Additionally, applicants may also be required to successfully complete a course of instruction specific to the level of licensure sought, and/or successfully complete an examination on the provisions of the New Jersey Hotel and

Multiple Dwelling Act and Regulations. Specific requirements for each license will immediately follow.

Specific License Requirements

Inspector of Hotels and Multiple Dwellings, Trainee

1. Experience
 - a. At least one year of full time experience in the construction industry, in a skilled craft, such as carpenter, electrician, plumber, or draftsman; or as a building, fire or housing inspector.
 - b. Applicants possessing at least an associate level degree in engineering, code enforcement, or any other related field, are exempt from the experience requirement.
2. Limitations
 - a. A trainee must complete all requirements for licensure as an Inspector of Hotels and Multiple Dwellings within two years of their licensure as a trainee.

Inspector of Hotels and Multiple Dwellings

1. Experience
 - a. At least three years of full time experience in a skilled craft or profession in the construction industry, such as carpenter, electrician, plumber, architectural or engineering draftsman; or as a building, fire or housing inspector; or
 - b. Two years of full time experience as a Trainee Inspector of Hotels and Multiple Dwellings.
 - c. Applicants possessing at least an associate level degree in engineering, code enforcement, or any other related field, may substitute education for the experience required above on a year-for-year basis.
2. Education
 - a. Successful completion of an approved 60-hour course for Inspector of Hotels and Multiple Dwellings.
 - b. Applicants possessing at least an associate level degree in engineering, code enforcement, or any other related field are exempted from the above course work.
3. Examination
 - a. Successful completion of the state uniform test module for inspectors of hotels and multiple dwellings.

Housing Code Official

1. Prerequisite:
 - a. Possession of a valid Inspector of Hotels and Multiple Dwellings license.
2. Experience
 - a. At least four years of full-time experience working in a skilled craft or profession in the construction industry, such as engineering or architectural drafting or inspection work, or working as a fire inspector, carpenter, electrician, plumber, or in some other construction trade; or
 - b. At least four years of full-time experience in housing management or code enforcement; or
 - c. At least one year of full-time experience as a licensed Inspector of Hotels and Multiple Dwellings.
 - d. Applicants possessing an associate's or bachelor's degree in engineering, code enforcement, or another related field may substitute education for the experience required above on a year-for-year basis.
3. Education
 - a. Successful completion of an approved 60-hour course for Housing Code Official.
 - b. Applicants possessing an associate's or bachelor's degree in engineering, code enforcement, or any other related field are exempt from the 60-hour course.

Exceptions to Licensure Requirements

1. Persons possessing a current and valid technical license issued as of July 1, 2002, pursuant to the State Uniform Construction Code Act, N.J.S.A. 52:27D-119 et seq., may apply and qualify for the Inspector of Hotels and Multiple Dwellings license without meeting the experience, educational and testing requirements outlined above.
2. Persons possessing a current and valid administrative license issued as of July 1, 2002, pursuant to the State Uniform Construction Code Act, N.J.S.A. 52:27D-119 et seq., may apply and qualify for the Housing Code Official license after first or simultaneously qualifying for the Inspector of Hotels and Multiple Dwellings license, without need to meet the experience and education requirements outlined above.
3. Persons holding civil service status, or its equivalent, in the positions of Inspector of Hotel and Multiple Dwellings or Housing Code Official as of July 1, 2002, will not need to meet the established requirements herein, but rather, must submit an application with proof of either status or both to the Licensing Office and a license of the appropriate level(s) will be so issued.
4. Persons possessing a current and valid license issued by the Department of Health and Senior Services as a Registered Environmental Health Specialist or Health Officer on or before July 1, 2002, may apply for and receive the

Inspector of Hotels and Multiple Dwellings license as well as the Housing Code Official license, without meeting the experience, education and examination requirements detailed in this Booklet.

NOTE: Licensees receiving their license under the above special provisions must nevertheless renew such license(s) in a manner provided below. Any person issued a license on the above bases, who subsequently loses such license as a result of revocation, or through failing to renew such license within three years of lapsing must reapply for licensure under the requirements in effect at the time of reapplication.

Continuing Education Requirements

Licensure as an Inspector of Hotels and Multiple Dwellings and/or as a Housing Code Official is subject to renewal every three years. The renewal of licensure is conditioned upon the licensee's application for renewal, payment of applicable fees and completion of required continuing education units (CEU's). These CEU's can be gained through attendance at seminars offered through the Division free of charge to licensees. Once licensed, the successful candidate will receive a more comprehensive explanation of the continuing education requirements necessary to renew one's license.

Guide to Completing the Application and Documentation Requirements

1. The first page of the application packet is identified as "Form MDL-1," 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 claiming work experience, then you must complete the appropriate parts of Form "A." Be sure to give exact titles, dates and a detailed 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. If you have an associate's or bachelor's degree in architecture or engineering or code enforcement, or in any other related major area of study, please fill out "Form B." You must also submit an **official** college transcript for your relevant degree(s).
4. All experience claimed by you on your application must be documented as described in SECTION IV, page 5. 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. 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.

5. 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.
6. Originals 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.
7. If you are claiming exemption to any licensing rules on the basis of other licenses held, or employment in an equivalent position between the dates of November 13, 2001 and July 1, 2002, you must complete Form "F" in the application and provide definitive proof of such status.
8. If you have completed an educational program that you feel is equivalent to the educational requirements detailed in this publication, you must provide that information on Form "F" in the application and provide a detailed outline or syllabus of the course for evaluation.

Types of Documentation Required to Substantiate Relevant Experience for Licensure

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 and/or B of your license application. Your claim of experience on these forms must be documented in accord with the Division's standards regarding acceptable methods of documentation. 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 or 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 11 through 26 (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.

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, with 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. 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. 10.

2. Notarized letter, with 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. 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. 11.

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. 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. 12.

B. Construction Trade Experience

Note: Both methods "1" or "2" below are the normally accepted ways to document trade experience. Method "3" is an alternative form in cases where methods "1" and "2" are no longer possible. 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 tradesman (indicate specific trade, such as carpenter, mason, plumber, 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. 13. 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 in the specific trade 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 stationary, testifying to the years of full time/part time (to be specifically indicated) active and continuous employment as a tradesman (indicate specific trade, such as carpenter, mason, etc.). If applicant worked part time, the number of hours worked per week must be indicated. See exhibit 5, pg. 14.
3. Affidavits from 3rd parties, such as:
 - a) Co-workers in the same trade as applicant. See exhibit 6, pg. 15.
 - b) Former supervisors. See exhibit 7, pg. 16.
 - c) Applicant's accountant, or tax preparer. See exhibit 8, pg. 17.Note: Affidavits from persons described in 3a and 3b above may require additional supportive documentation.

C. Experience As A Self-employed Contractor/Inspector/ Architect/Engineer/Property Manager

Note: Two or more of the following seven methods of documentation are required, one of which must be chosen from letters/affidavits described in numbers 1, 2, 5 or 6 below. In order to be credited for self-employment as a contractor, inspector, architect, engineer, or property manager 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 (if indeed applicable) a certification by the writer that he or she has personal knowledge of the applicant's full time/part time active and continuous engagement as a working participant of a business operating in one of the above referenced areas, as a 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. 18.
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. 19.
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. 20.
4. Notarized insurance carrier or agent letter, with official letter- head, attesting to the initial policy date, policy number, and type of policy coverage on a year-to-year basis. See exhibit 12, pg. 21.
5. Affidavits/notarized letters from licensed attorneys or business associates, certifying personal knowledge of the applicant's continuous activity as a contractor/inspector/architect/engineer or property manager. See exhibits 13 and 14, pages 22 and 23.
6. Affidavits from Building or Housing Officials who have gained (as a result of several years of employment as a code official in a given municipality) personal knowledge of an applicant's continuous activity as a contractor, etc., through the issuance of permits and Certificates of Occupancy. See exhibit 15, pg. 24.

7. Copy of applicant's original N.J. State License/Registration from the State Board of Architects, Professional Engineers, Electrical Contractors or Master Plumbers, as appropriate.

E. Professional Experience

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. See exhibit 16, pg 25.

EXHIBIT 1

BOROUGH OF NORTH MANSDALE

777 Somerset Avenue
North Mansdale, New Jersey 07077

July 30, 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. 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, 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:

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

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 3

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

January 3, 2000

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, 1988 to January 1, 1994, 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

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 4

WILLIAM S. BRECK
CONTRACTOR-BUILDER

64 Newton Avenue
Erie, N.J. 08321

January 31, 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:

Mr. Albert Snyder has been working full time as a carpenter for my company, from June 22, 1963 to present. Mr. Snyder was taught all the aspects of the trade of carpentry, including layout, framing, and interior finishing.

(If applicant worked part time, indicate hours worked per week.)

Respectfully,

William S. Breck
Contractor-Builder

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 5

LOCAL UNION NO. 7777

UNITED CARPENTERS AND JOINERS OF THE UNITED STATES

206 Broad Street, Belle, New Jersey 07007
Telephone 678-9077

October 1, 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. Robert Brooks has served his apprenticeship and is a journeyman carpenter of Local Union No. 7777.

Mr. Brooks became a member on April 1, 1978.

He served his four-year apprenticeship working full time as a carpenter, from April 1, 1978 to March 31, 1982.

Mr. Brooks then worked full time as a journeyman carpenter from month/day/year to month/day/year.

Sincerely,

Christopher Firdon
Business Agent/Manager

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 Michael Devine

State of New Jersey:

ss.

County of Cape May :

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 : Signed: Michael Devine
of October, 1999:

Signed: Joanne Dempsey Notary Address:
A Notary Public of New Jersey
My Commission Expires May 13, 1989 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.

EXHIBIT 8

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

January 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 I have prepared Mr. Thomas Drew's Income Tax Returns for the years 1986 through 1993. 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, 1986 to December 31, 1993.

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

Sincerely

Richard H. Pearlman
Certified Public Accountant

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 9

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

January 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 in the years from 1996 to 2001, 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, 1996 to January 17, 2001, a total of 4 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

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 10

INTERNATIONAL TRUST COMPANY

1000 Rainiers Avenue
Old Creek, New Jersey 08977

April 10, 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:

Please be advised that Mr. Robert Potkan, trading as Ace Plumbing Co., has maintained the above checking account at our office since May 1, 1978.

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, 1978, 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

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"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

SUNRISE BONDING AND ASSURANCE, INC.

SUNRISE BOULEVARD
SUNRISE, NEW JERSEY 77777

May 17, 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:

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, 1991 through September 19, 2004 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

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 12

INSURANCE COMPANY OF SOUTH AMERICA
57 Pemberton Street, Brooklyn, New Jersey 07777
201-897-1984

May 23, 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

Re: Leonard R. Count

Dear Mr. Delesandro:

This is to certify that Mr. Leonard R. Count, trading as C & L Builders, has carried Contractors' Liability Insurance (Policy number _____) with our company on a continuous year-to-year basis, from February 10, 1981, to the present date.

Very truly yours,

Ronald H. Anderson
Liability Underwriter

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"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 14

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

October 1, 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:

I have known and represented John S. Smith since August of 1981, 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 home builder, from August of 1986 through April, 1999.

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

Very truly yours,

Simon and Becker

Earl Simon
Counselor at Law

Sworn and subscribed to before
me this 1st day of October, 2001.

Signed: Christine Johnson
A Notary Public of New Jersey
My Commission Expires December 3, 2004

Notary Address:

Notary Seal

EXHIBIT 16

ALLIED CONSULTING ENGINEERS
AND ARCHITECTS
38 WEST MONTGOMERY STREET
ERIE, PENNSYLVANIA 10962

December 10, 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:

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.

Very truly yours,

Emerson Hicks
President

EH: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

License Application Fee Schedule

A non-refundable application fee of \$65.00 shall be charged in each of the following instances:

1. Application for the Inspector of Hotels and Multiple Dwellings, Trainee license.
2. Application for the Inspector of Hotels and Multiple Dwellings license.
3. Application for the Inspector of Hotels and Multiple Dwellings and the Housing Code Official license, if applied for at the same time.
4. Application for the Housing Code Official license, alone.

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 as per N.J.A.C. 5:23-5.5.

Revised August, 2015