

## SPECIAL INSPECTOR CERTIFICATION INFORMATION BOOKLET

### INTRODUCTION

Regulations implementing the requirements for special inspector certifications became effective November 6, 2008 [N.J.A.C. 5:23-5.4 (f)].

All inquiries concerning the certification of special inspectors should be directed to:

Licensing Unit  
Division of Codes & 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](mailto:codes.licensing@dca.nj.gov)

This booklet is intended to assist in the completion of an application for certification, and to describe the types of special inspector certifications available. Specific requirements necessary to obtain a certification can be found in subchapter 5 of the state Uniform Construction Code (UCC).

### SECTION I

#### Guidelines for Completing an Application for Certification

At this time the Uniform Construction Code has adopted regulations regarding special inspections that must be performed on Class 1 Buildings under certain conditions. These inspections shall be performed independent of the contractor and shall be responsible to the building owner or his agent. All Special Inspectors shall be certified in their appropriate specialty. The fee for each certification is \$91.00. Certifications are valid for a period of 3 years. Once certified individuals will be required to complete 5 hours of continuing education training provided by the Department in each licensing cycle, New Jersey license Professional Engineers are exempt from this requirement however they are not precluded from attending if they so desire.

**There are eight separate types of Special Inspector certification each of which has its own requirements which are listed later in this document.**

**1. Structural Welding Special Inspector**

These inspectors are authorized to carry out the inspections in Section 1705.2.1, 1705.2.2 and 1705.3.1 of the Building Subcode.

**2. Structural Steel and Bolting Special Inspector**

These inspectors are authorized to carry out the inspections in Section 1705.2.1 of the Building Subcode

**3. Concrete Placement Special Inspector**

These inspectors are authorized to carry out the inspections in Section 1705.3, (excluding section 1705.3.1) and Table 1705.3 rows 1, 2, 3, 4, 5, 6, 7 (excluding shotcrete inspections), 8,10, 11 and 12 of the Building Subcode.

**4. Reinforced Concrete Special Inspector**

These inspectors are authorized to carry out the inspections in Section 1705.3 (excluding section 1705.3.1), section 1705.8 and Table 1705.3 rows 1, 2, 3, 4, 5, 6, 7 (excluding shotcrete inspections), 8,11 and 12 of the Building Subcode.

**5. Pre-Stressed Concrete Special Inspector**

These inspectors are authorized to carry out the inspections in Section 1705.3 (excluding section 1705.3.1) and Table 1705.3 rows 1, 2, 3, 4, 5, 6, 7 (excluding shotcrete inspections), 8, 9, 10, 11 and 12 of the Building Subcode.

**6. Structural Masonry Special Inspector**

These inspectors are authorized to carry out the inspections in Section 1705.4 of the Building Subcode.

**7. Spray-Applied Fireproofing Special Inspector**

These inspectors are authorized to carry out the inspections in Section 1705.14 of the Building Subcode.

**8. Exterior Insulation Finish (EIFS) Special Inspector**

These inspectors are authorized to carry out the inspections in Section 1705.16 of the Building Subcode.

**The requirements for each Special Inspector certification are as follows:**

**1. Structural Welding Special Inspector shall meet one of the following requirements:**

- (a) 4 years of experience in a skilled trade directly related to Structural Steel or Welding. Or
- (b) Graduation from an accredited institution of higher learning with an associates degree in engineering or in engineering technology, or in any other major area of study significantly related to structural engineering: and two years of experience in a skilled trade directly related to Structural Steel or Welding. Or
- (c) Graduation from an accredited institution of higher learning with a bachelor's degree in engineering or in engineering technology, or in any other major area of study significantly related to structural engineering: and one year of experience in a skilled trade directly related to Structural Steel or Welding. Or
- (d) Possession of a current New Jersey license as an Engineer.

Candidates must also demonstrate competence in the Structural Welding special inspectors' examination given by the International Code Council or successful completion of the Certified Welding Inspector examination of the American Welding Society or equivalent as determined by the Department of Community Affairs

**2. Structural Steel and Bolting Special Inspector shall meet one of the following requirements:**

- (a) Four years of experience in a skilled trade directly related to Structural Steel or Welding. Or
- (b) Graduation from an accredited institution of higher learning with an associates degree in engineering or in engineering technology, or in any other major area of study significantly related to structural engineering: and two years of experience in a skilled trade directly related to Structural Steel or Welding. Or
- (c) Graduation from an accredited institution of higher learning with a bachelor's degree in engineering or in engineering technology, or in any other major area of study significantly related to structural engineering: and one year of experience in a skilled trade directly related to Structural Steel or Welding. Or
- (d) Possession of a current New Jersey license as an Engineer

Candidates must also demonstrate competence in the Structural steel and bolting special inspectors' examination given by the International Code Council or equivalent as determined by the Department of Community Affairs

**3. Concrete Placement Special Inspector shall meet one of the following requirements:**

- (a) Four years of experience in a skilled trade directly related to Concrete. Or
- (b) Graduation from an accredited institution of higher learning with an associates degree in engineering or in engineering technology, or in any other major area of study significantly related to structural engineering: and two years of experience in a skilled trade directly related to Concrete. Or
- (c) Graduation from an accredited institution of higher learning with a bachelor's degree in engineering or in engineering technology, or in any other major area of study significantly related to structural engineering: and one year of experience in a skilled trade directly related to Concrete. Or
- (d) Possession of a current New Jersey license as an Engineer

Candidates must also demonstrate competence in the reinforced concrete special inspectors' examination given by the International Code Council or pre-stressed concrete special inspectors' examination given by the International Code Council or successful completion of the Concrete Field Testing Technician Grade One Certification of the American Concrete Institute or equivalent as determined by the Department of Community Affairs

**4. Reinforced Concrete Special Inspector shall meet one of the following requirements:**

- (a) Four years of experience in a skilled trade directly related to Concrete. Or
- (b) Graduation from an accredited institution of higher learning with an associates degree in engineering or in engineering technology, or in any other major area of study significantly related to structural engineering: and two years of experience in a skilled trade directly related to Concrete. Or
- (c) Graduation from an accredited institution of higher learning with a bachelor's degree in engineering or in engineering technology, or in any other major area of study significantly related to structural engineering: and one year of experience in a skilled trade directly related to Concrete. Or
- (d) Possession of a current New Jersey license as an Engineer

Candidates must also demonstrate competence in the reinforced concrete special inspectors' examination given by the International Code Council or equivalent as

determined by the Department of Community Affairs

**5. Pre-Stressed Concrete Special Inspector shall meet one of the following requirements:**

- (a) Four years of experience in a skilled trade directly related to Concrete. Or
- (b) Graduation from an accredited institution of higher learning with an associates degree in engineering or in engineering technology, or in any other major area of study significantly related to structural engineering: and two years of experience in a skilled trade directly related to Concrete. Or
- (c) Graduation from an accredited institution of higher learning with a bachelor's degree in engineering or in engineering technology, or in any other major area of study significantly related to structural engineering: and one year of experience in a skilled trade directly related to Concrete. Or
- (d) Possession of a current New Jersey license as an Engineer

Candidates must also demonstrate competence in the pre-stressed concrete special inspectors' examination given by the International Code Council or equivalent as determined by the Department of Community Affairs

**6. Structural Masonry Special Inspector shall meet one of the following requirements:**

- (a) Four years of experience in a skilled trade directly related to Structural Masonry. Or
- (b) Graduation from an accredited institution of higher learning with an associates degree in engineering or in engineering technology, or in any other major area of study significantly related to structural engineering: and two years of experience in a skilled trade directly related to Structural Masonry. Or
- (c) Graduation from an accredited institution of higher learning with a bachelor's degree in engineering or in engineering technology, or in any other major area of study significantly related to structural engineering: and one year of experience in a skilled trade directly related to Structural Masonry. Or
- (d) Possession of a current New Jersey license as an Engineer

Candidates must also demonstrate competence in the Structural Masonry special inspectors' examination given by the International Code Council or equivalent as determined by the Department of Community Affairs

**7. Spray-Applied Fire Proofing Special Inspector shall meet one of the following requirements:**

- (a) Four years of experience in a skilled trade directly related to Fire Protection. Or
- (b) Graduation from an accredited institution of higher learning with an associates degree in architecture or engineering or in architecture technology or engineering technology, or in any other major area of study significantly related to fire protection: and two years of experience in a skilled trade directly related to Fire Protection. Or
- (c) Graduation from an accredited institution of higher learning with a bachelor's degree in architecture or engineering or in architecture technology or engineering technology, or in any other major area of study significantly related to fire protection: and one year of experience in a skilled trade directly related to Fire Protection. Or
- (d) Possession of a current New Jersey license as an Engineer. Or
- (e) Licensure as a Building Inspector, with a specialty in high-rise and high hazard structures(H.H.S.) or as a Fire Protection HHS inspector.

Candidates must also demonstrate competence in the Spray-applied Fire Proofing special inspectors' examination given by the International Code Council or equivalent as determined by the Department of Community Affairs

**8. Exterior Insulation Finish System (EIFS) Special Inspector shall meet one of the following requirements:**

- (a) Four years of experience in a skilled trade directly related to Exterior Insulation Finish Systems. Or
- (b) Graduation from an accredited institution of higher learning with an associate's degree in architecture or engineering or in architecture technology or engineering technology, or in any other major area of study significantly related to fire protection: and two years of experience in a skilled trade directly related to Exterior Insulation Finish Systems. Or
- (c) Graduation from an accredited institution of higher learning with a bachelor's degree in architecture or engineering or in architecture technology or engineering technology, or in any other major area of study significantly related to fire protection: and one year of experience in a skilled trade directly related to Exterior Insulation Finish Systems. Or
- (d) Possession of a current NJ registration/license as an Architect or Engineer or
- (e) Licensure as a Building Inspector H.H.S.

Candidates must also have certification for Exterior Insulation Finish System Inspection Program of the Association of the Wall and Ceiling Industries or be a certified Exterior Insulation Finish System Inspector by the Exterior Design Institute or equivalent as determined by the Department of Community Affairs

Experience for certification must be properly documented. Please refer to the Certification information booklet for complete information regarding the documentation of your experience for all of the above listed certifications.

If you are a licensed engineer you are exempt from taking the required examinations provided you document at least one year of acceptable experience in the field for which special inspection certification is being sought. The experience necessary to meet this requirement may be a portion of the experience required to obtain the professional engineers license.

Please see Section II of the Certification Information Booklet for a Matrix of relevant experience and exam requirements

**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 and Form B.

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 tradesman, 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. If you have an associate's or 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 structural engineering, 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.

Foreign degrees must be accompanied by an original recognized educational credential evaluation report wherein the evaluation clearly states that said foreign degree is equivalent to a degree conferred in the United States at either an associate or bachelor degree level, as appropriate. The report must be from a member organization of (NACES) in order to be credited towards the certification requirements. Translations of degrees are not acceptable.

4. **All experience claimed by you on your application (Forms A and/or B) must be documented as described in SECTION II.**

- a. **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). The Department utilizes a 35-hour work-week as its equivalent standard for full time employment.**

- b. **Credit for work divided among various areas applicable to certification will similarly be credited on a proportional basis, only. More specifically, if an applicant has substantial experience related to both concrete and structural steel inspections, only the portion applicable to each area will be credited to the appropriate area. The applicant must list on Forms A and/or B and properly document either the applicable and appropriate percentages of his or her overall full or part time experience OR list and document the average number of hours worked per week in each applicable and appropriate area. In no circumstances should the total percentage exceed 100% or exceed 35 hours per week, in any one given area.**

**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. Copies of the appropriate successfully completed International Code Council (ICC) examination 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 certification will not be recognized.
6. If you are providing an industry certification as part of your application for certification, you must provide a copy of said certification documentation that clearly identifies you as a certified person in the appropriate category, and also, clearly shows continued validity at the time of application.
  - a. If you are providing an industry certification that is not specifically accepted by the Department, but you feel is equivalent, you must submit the certification documents as outlined above and documentation from the certifying organization that clearly indicates it's equivalency for our review.



## **SECTION II**

### **Types of Documentation Required to Substantiate Relevant Experience for Certification**

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 certification 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 documentation, and therefore liable for false statements, and any resulting consequences.

All letters/affidavits of documentation of experience are to be originals, and signed by authorized personnel only. They must be dated and ***notarized***. 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 documentation of an applicant's relevant employment are found on pages 13 through 29 (Exhibits 1 through 17) 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.

#### **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. 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. 13.

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. 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. 14.
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 responsibility was/is as a technical inspector to assure compliance with architectural plans and specifications in accord with the applicable building codes to the certification for which you are applying. 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. 15.

#### B. 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 tradesperson (indicate specific trade, such as mason, welder, steel worker, 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.16. 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 tradesperson 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 tradesperson (indicate specific trade, such as mason, welder, steel worker, etc.). If applicant worked part time, the number of hours worked per week must be indicated. (Exhibit #5)
3. Affidavits from 3rd parties, such as:
  - a) Co-workers in the same trade as applicant. See exhibit 6,
  - b) Former supervisors. See exhibit 7,.
  - c) Applicant's accountant, or tax preparer. See exhibit 8,.

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

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 business, corporation, partnership or sole proprietorship related to the area of certification sought. **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. 21.
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. 22.
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. 23.
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. 24.
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 certification area are acceptable.) See exhibit 13, pg. 25.
6. Affidavits/notarized letters from licensed attorneys or business associates, certifying personal knowledge of the applicant's continuous activity as a self-employed individual in an area directly related to the area of certification sought. See exhibits 14 and 15, pages 26 and 27.

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 self-employed individual in an area directly related to the area of certification sought, through the issuance of permits and Certificates of Occupancy. See exhibit 16, pg. 28.
8. Copy of applicant's original N.J. State License/Registration from the State Board of Professional Engineers or Architects.

#### 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 areas of certification sought- giving the average percentage of time spent in each of these areas, if applicable and appropriate. See exhibit 17, pg 29.

EXHIBIT 1

BOROUGH OF NORTH MANSDALE

777 Somerset Avenue  
North Mansdale, New Jersey 07077

September 15, 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:

This is to certify that Mr. James Clark has been employed by the Borough of North Mansdale from June 10, 1976 to the present time, in the position of Municipal Engineering Inspector. He was, and still is, a full time employee in that title. (If part time, indicate work hours per week) and his primary responsibility has always been to personally perform the actual technical inspection of Concrete or Masonry or Welding or Steel, from January 1, 1988 to January 1, 1994.

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

Very truly yours,

Theodore Banks  
Borough Administrator

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, 1986

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, 1975 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.

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

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

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 Concrete or Masonry or Welding or Steel, from January 1, 1988 to January 1, 1994.

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.

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

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 3, 1982

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 an ironworker for my company, from June 22, 1963 to June 31, 1967. Mr. Snyder was taught all the aspects of the trade of ironworking.

He then worked full time on a continuous basis, as a journeyman ironworker in the construction of residential and commercial buildings, from June 31, 1967 to June 10, 1975. (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



EXHIBIT 5

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

October 1, 1978

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 Ironworker of Local Union No. 7777.

Mr. Brooks became a member on April 1, 1928.

He served his four-year apprenticeship as a full time Ironworker, from April 1, 1928 to March 31, 1932.

Mr. Brooks has subsequently worked actively and continuously through our local as full time journeyman ironworker 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

EXHIBIT 6

SAMPLE AFFIDAVIT  
Affidavit of Roger Grant

State of New Jersey :  
County of Salem :

To: 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 engineers for the same engineering company, known as Abrams Engineering, 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 Engineering to start my own building construction business.

3. I therefore have personal knowledge that Thomas Drew had been employed by Abrams Engineering as a full time (if part time, the number of hours worked per week would have to be certified to) engineer, 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.

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

Subscribed and sworn to  
before me this 16th day  
of October, 1987

Signed : Roger Grant

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

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.

EXHIBIT 7

SAMPLE AFFIDAVIT

Affidavit of Michael Devine

State of New Jersey :  
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 Engineering 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 Engineering from July 14, 1970 through October 1, 1983, at which time I left Abrams Engineering 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) engineer under my direct supervision, while employed by Abrams Engineering 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.

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

Subscribed and sworn to :  
before me on this 16th day :  
of October, 1987

Signed: Michael Devine:

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

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.

EXHIBIT 8

RICHARD H. PEARLMAN

CERTIFIED PUBLIC ACCOUNTANT  
71 Hallow Road  
Morrisville, New Jersey 08717

January 17, 1987

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 1976 through 1983. 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 an engineer by Abbot's Engineering (a company no longer in existence since January, 1984), from April 10, 1976 to December 31, 1983.

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

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

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

EXHIBIT 9

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

January 17, 1984

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 1976 to 1983, 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, 1976 to January 17, 1984, a total of 7 years and 3 months.

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

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

Sincerely,

Robert L. Mansfield  
Certified Public Accountant

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EXHIBIT 10

INTERNATIONAL TRUST COMPANY

1000 Rainier's Avenue  
Old Creek, New Jersey 08977

April 10, 1983

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 as a self employed engineer 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.

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

Sincerely,

Adele Johnson  
Assistant Vice President

AJ:jn

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State from which Notary is Commissioned

Date of Commission Expiration

Authorized Signature of Notary

Notary Seal

EXHIBIT 11

SUNRISE BONDING AND ASSURANCE, INC.

SUNRISE BOULEVARD  
SUNRISE, NEW JERSEY 77777

May 17, 1984

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 Engineering," policy number \_\_\_\_\_, has been bonded by this Company from June 30, 1971 through September 19, 1979 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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State from which Notary is Commissioned

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Authorized Signature of Notary

Notary Seal

EXHIBIT 12

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

May 23, 1982

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 Engineers, 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

RHA: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 13

ASSOCIATION OF PROFESSIONAL ENGINEERS, INC.

10 Broad Street  
Brownsville, New Jersey 61090

May 21, 1983

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, 1965, to the present date.

Membership requirements mandate that he be actively engaged as a full time engineer primarily engaged in performing inspections of structural steel welds and bolting.

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

Respectfully,

Matthew Hicks  
President

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

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Authorized Signature of Notary

Notary Seal



EXHIBIT 15

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

October 1, 1987

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 1971, 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 Engineer from August of 1971 through April, 1978.

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

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 1st day of October, 1987.

Signed: Christine Johnson                      Notary Address:  
A Notary Public of New Jersey  
My Commission Expires December 3, 1987    Notary Seal

SAMPLE AFFIDAVIT

Affidavit of Bruce Hendricks

State of New Jersey :

ss.

County of Middlesex :

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 engineering business was, and still is, known as Drew Engineering, 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 engineer 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.

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

Subscribed and sworn to :  
before me this 20th day :  
of October, 1987

Signed: Joanne Dempsey  
Notary Address:  
Notary Public of New Jersey  
Commission Expires May 3, 1989  
Notary Seal

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

EXHIBIT 17

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

December 10, 1987

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  
INSERT SPECIFIC AREAS OF EXPERIENCE FOR EACH CERTIFICATION AREA.

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

Very truly yours,

Emerson Hicks  
President

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Notary Seal