NEW JERSEY

Uniform Construction Code

Municipal Procedures Manual

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NEW JERSEY UNIFORM CONSTRUCTION CODE

Municipal Procedures Manual

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MUNICIPAL PROCEDURES MANUAL

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MUNICIPAL PROCEDURES MANUAL

2.0.0 Introduction

This procedures manual is for use by Municipal personnel responsible for local operation and enforcement of the N.J. Uniform Construction Code. This section explains the manual's purpose and provides a log for recording manual updates.

2.1.0 Purpose

This Procedures Manual documents a statewide comprehensive system for recordkeeping and administration of the Uniform Construction Code. The system was developed through extensive studies and was tested in several pilot locations throughout the State. As it is uniform statewide, any deviations from this process must be approved.

This is a "how-to" manual. It includes all the steps necessary to process an application from the time it is received until a certificate is issued. The manual is organized into major events in the application and permit process. They are:

Application and Permit
Inspection
Certificate
End-of-Month Reporting
On-Going Inspection
Notices and Appeals

The manual is a valuable reference document and training tool for both new and current employees.

The actual procedures are written in a manner designed to be used by individuals as they perform their daily operations. The procedures are written in a concise and easily understood format known as "Playscript." The individual (Performer) who is responsible to carry out the action is listed. This designation occurs at the first action that is to be handled. Thus, the Performer is provided a step-by-step guide that walks him/her through the system's requirements.

As mentioned before, it is important not to deviate from this uniform statewide processing. However, a particular municipality may find it advantageous to supplement these procedures with additional ones designed to address unique local needs. Should any additional internal (i.e., not completed by Applicant) forms be required, remember that these forms cannot be substituted for the system's forms.

MUNICIPAL PROCEDURES MANUAL

This is a dynamic system. As the construction industry in the State evolves, the procedures in this manual will need to change. As change bulletins are received, they should be incorporated into the manual immediately.

Finally, this Manual is organized around four key performers - - Construction Official, Subcode Official/Inspector, Applicant and Technical Assistant. The first three players are well known. The Technical Assistant is the individual employee (or employees) chosen by the Construction Official, who is responsible for much of the paperwork in this system. This individual (who may in fact be the Construction Official) will be asked to perform many steps in this manual. It should be understood that the Technical Assistant's actions are always under the supervision of the Construction Official.

Revision Log

Orig. Aug 1983	1st rev. Apr 1989	2nd rev. Jul 1992	3rd rev. Jan 2000	4th rev. Mar 2005
5th rev. Jan 2009	Apr 2011			

List below any further changes/modifications made to this copy of the manual.		
Section	Change Date	Initials

3.0.0 Application and Permit

This section describes the administrative processing of an application and the issuance of the Construction Permit. These procedures will act as a guide in the preparation of forms, the collection of proper documentation and the maintenance of accurate records.

The Technical Assistant to the Construction Official and Inspector are the key players in this process. Their activities are supported by the Construction Official and involve significant participation by the Applicant.

The major activities and responsibilities of the performers are:

Construction Official

- Monitors and supervises the application and permit processing.
- When requested, assists the Technical Assistant to the Construction Official in determining what prior approvals and plan reviews are required.
- Reviews and authorizes the completed Permit document.

Subcode Official/Inspector

- Conducts plan review and calculates fees for his/her subcode area.
- Offers technical advice when determining if plan review is required.
- When requested, assists Technical Assistant to the Construction Official in calculating fees for minor work and/or jobs without plan reviews.

Technical Assistant to the Construction Official

- Determines what category of work the job falls into, using the following guidelines:

  Major Work - all jobs that do not fit into the category of minor work.

  Minor work - does not require prior approvals or plan review.

3.0.0 Application and Permit –continued.

- Verifies prior approvals and plan reviews required.
- Collects fees.
- Assists the Applicant in properly completing forms.
- Logs in/out documents received from Owner/Agent.
- Monitors the plan review deadlines.
- Performs Technical Section fee calculations for minor work and/or applications not requiring plan review.
- Performs summary fee calculations for all applications.
- Maintains accurate logs and records of Permits issued and fees collected.

Applicant

- Completes application.
- Provides prior approval documentation and plans, as required for job.
- Takes appropriate action if plans are not approved.
- Pays fees.

Fee Schedule

- Must be posted in the office.
- All municipal fee schedules must be submitted to:

  Department of Community Affairs
  Office of Regulatory Affairs
  PO Box 818
  Trenton, NJ 08625-0818

- Any changes to the fee schedule must be submitted to DCA.

3.1.0 Process Application

3.1.1 Major Work

Responsibility

Technical Assistant to the Construction Official

Action

1. Determines that the proposed work requires prior approval.

2. Gives applicant Construction Permit Application Folder (CPA) (F100) and Technical Sections (F110 -F150) (package called “Application").

3. Responds to applicant's questions about completing the application.

Responsibility

Applicant

Action

1. Reviews checklists and completes applications.

Responsibility

Technical Assistant to the Construction Official –continued.

Action

4. Collects application, prior approval documentation, and plans.

5. Reviews submittal for completeness.
   a. If not complete, advises Applicant to properly complete the application.

6. Reviews with Construction Official and Subcode Official what, if any, prior approvals are required for Permit and indicates on the CPA. (It may not be possible to determine the extent of prior approvals required at this time.)

7. Indicates on CPA which approvals have been obtained.
   a. If required prior approvals have not been obtained, informs Applicant which approvals are still needed.

8. Indicates in CPA section II which plan reviews are required. Checks *Partial Releases* box in CPA section III if Applicant will submit his/her plans in parts.

3.1.1 Major Work –continued.

a. If proper plans are not submitted, informs Applicant of required action.

9. Determines overall status of Applicant's documentation and plans.
   a. If incomplete, returns all documentation to Applicant and instructs him/her to resubmit application when all prior approvals and/ or proper plans have been obtained. The remaining procedural steps are not completed.

      OR

   b. If complete, informs Applicant that application will be processed.

10. Determines need for plan review.
    a. If plan review is done by Enforcing Agency:
       - Assigns plan review number.
       - Prepares Tickler/X-Ref Card (F-375) indicating:
         - Plan Review due dates -not to exceed 20 business days;
         - Plans received date;
         - Owner name, address, telephone number;
         - Work site address, (if different from above);
         - Block and lot.
       - Files Tickler/X-Ref Card in Tickler File, by plan review due date;
       - Forwards plans and Technical Sections to appropriate Subcode Officials (SCO). The SCO performs the procedure "Plan Review and Fee Calculation" (3.1.3);
       - Records that plans were received on the CPA, section II;
       - Files CPA in Central File, by block and lot.

       OR

    b. If plan review is not done by Enforcing Agency (i.e., prototype plans on file, review conducted by DCA or no plan review required):
       - Prepares X-Ref card (F-375) indicating:
         - Owner's name, address, telephone number;
         - Work site address (if different from above);
         - Block and lot.
       - Files X-Ref card in X-Ref File, by owner name;
       - Calculates subcode fee and records on Technical Section; for more complex calculations, consults with Subcode Official;

3.1.1 Major Work –continued.

- If applicable, updates CPA with exact location and number of prototype plans;
- Continues at step 11.

Responsibility

Subcode Official

Action

1. Assures that plans have been reviewed.

Responsibility

Technical Assistant to the Construction Official –continued.

11. Receives approved plans and Technical Section from Subcode Official.
12. Removes CPA from Central File.
13. Files plans in CPA or, if required, files plans in bins attaches note of exact location to CPA.
14. If plan review was conducted, records initials of who approved plans or State agency on CPA, section II.
15. Records fee (calculated by Subcode Official) from Technical Section, to CPA section V.
16. Reviews plan review status on CPA, section II.
    a. If all required plan reviews are not complete:
    - Checks plan review deadline;
    - Takes appropriate action if deadline is near;
    - Files Technical Section in CPA in Central file, by block and lot.

    b. If all required plan reviews are complete:
    - Reviews CPA for completeness (i.e., prior approvals);
    - Calculates training and other fees (i.e., Certificate, etc.);
    - Calculates total fees;
    - Records fee summary on CPA, section V;
    - If plan review was conducted by State agency reduces Permit fee by 20 %;
    - If plan is released prototype, reduces Permit fee by amount of plan review fee established by ordinance; if no plan review fee established by ordinance, reduces Permit fee by 20%;
    - Performs procedure "Permit Preparation" (3.2.1);
    - Removes Tickler/X-Ref Card from Tickler File and re-files in X-Ref file.

3.1.2 Minor Work

Responsibility

Technical Assistant to the Construction Official

Action

1. Receives Technical Section(s) (UCC-F110, -F120, -F130, -F140, -F145, or -F 150) and fee from Applicant, either in person or by mail.

2. Determines that proposed work will not require any prior approvals, *and* that no plan review is needed.

   a. If the proposed work does not meet these conditions, refers to “Major Work" (3.1.1).

3. Reviews Technical Sections for completeness.
   11. If not complete, advises Applicant to properly complete form(s).

4. Prepares Construction Permit Application (CPA) (UCC-F100) for job completing, sections I, II, III, IV, VI, and VII.

5. Prepares X-Ref Card (F375) indicating:
   - Owner’s name, address, telephone number;
   - Work site address (if different from above);
   - Block, lot.

6. Files X-Ref Card in X-Ref File, by Owner's name.

7. Calculates subcode fee and records on Technical Section, referencing Fee Schedule, as necessary (for more complex calculations, consults with Subcode Official).

8. Records subcode fee in CPA, section V.

9. Calculates State Permit Surcharge (Training) and other fees applicable, records in CPA, section V.

10. Calculates total fees, records in CPA, section V.

11. Collect fees.

3.1.2 Minor Work –continued.

12. Compares fee remitted with fee calculated.
    a. If different, contacts Applicant to resolve difference.

13. Performs procedure "Permit Preparation" (3.2.1.)

Note: For Minor Work, which is clearly defined in NJAC 5:23 –2.17A, the code enforcement office must be notified in person, by mail or by phone prior to any work beginning.

3.1.3 Plan Review and Fee Calculation

Responsibility

Inspector/Subcode Official

Action

1. Receives completed Technical Section and plans from Technical Assistant to the Construction Official or Owner/agent if plans were initially rejected.

2. Reviews for code compliance and proper detail level.
   a. After plans are reviewed, they must be forwarded to the subcode official for signature:
      - Inspector must indicate initials on Technical Section (UCC-F110 thru -F150) with the date of review.

      OR

   b. If plans are rejected:
      - Indicates review date and problem on Technical Section;
      - Marks plans "Not Approved" and records signature, date and subcode;
      - Contacts Owner/agent to discuss, modify, or correct plans. This time may be appropriate to issue a Denial of Permit (UCC-F360);
      - If Owner/agent seeks an exception to the Regulations, performs procedure, "Application for a Variation" (8.2.1);
      - If Owner/agent seeks to appeal the decision, performs procedure, "Application to Construction Board of Appeals" (8.2.2).

Responsibility

Subcode Official

Action

1. Determines individual activity or fixture fee and calculates total subcode fee. Records fee calculation on Technical Section, in *Technical Site Data*, referencing Town Fee Schedule may be required.

2. Forwards Technical Section and plans to Technical Assistant to the Construction Official.

3.1.4 Plan Review Status Check

Responsibility

Technical Assistant to the Construction Official

Action

1. Periodically checks Plan Review Tickler Card (UCC-F375).

2. Identifies job whose plans must be reviewed within the next three (3) days.

3. Removes the corresponding Construction Permit Application (CPA, UCC-F100) from the Central File.

4. Reviews CPA, section II to determine what plan reviews are missing.

5. Advises Subcode Official(s) and Construction Official of outstanding plan review(s).

3.2.0 Issue Construction Permit

3.2.1 Permit Preparation

Responsibility

Technical Assistant to the Construction Official

Action

1. Determine if a Construction Permit (F170) has been issued.
   a. If initial Permit, prepares Construction Permit using the following information contained on Construction Permit Application (CPA) (UCC-F100):
      - Owner/agent and work site identification data
      - Type(s) of work authorized
      - Permit fee
      - Estimated cost of work

   Note: The Construction Official's signature is not obtained at this point.

   b. If a Construction Permit already exists for this job, prepares a Notice of Permit Update (UCC-F190). using the same information as step 1a, and the Construction Permit number. Omit step 2.

2. Prepares Construction Permit Notice (UCC-F180) for initial Permit.

3. Provides applicant with required Inspections list.

4. Notifies Applicant that Construction Permit (or Permit Update) is ready, and the fee amount (if any) due.

5. Files Permit document(s) in Permit Holding File, by owner name.

3.2.2 Permit Issuance

Responsibility

Applicant

Action

1. Enters office and requests Permit.

Responsibility

Technical Assistant to the Construction Official

Action

1. Removes Permit document(s) from Permit Holding File.

2. Removes Construction Permit Application (CPA) (UCC-F100) and all completed Technical Sections (UCC-F110 thru -F150) from Central File.

3. Collects fee from Applicant, as noted on Construction Permit (UCC-F170).

4. Records fee payment data on Permit document.

5. Presents Permit document to Construction Official for signature.

   Note: Obtains Subcode Officials' approvals prior to presenting for Construction Official's signature.

6. Updates Permit document with today's date and Permit number, referring to Permit Log and other documents for next available number.

7. Gives Copy of Construction Permit, Notice, Required inspections and Technical Sections to the Applicant.

8. Distributes Permit copy to Tax Assessor; retains *Office Copy*.

9. Records Construction Permit number and date of issuance in upper right-hand corner of Technical Section(s).

10. Distributes Technical Section(s) copy to Inspector(s). Retains *Office Copy*.

3.2.2 Permit Issuance –continued.

11. Updates CPA, section V entering fees collected

12. Records information in Permit Fee Log (UCC-L700) referring, as necessary, to CPA, Technical Section(s) and Census Information booklet for appropriate Census category number.

13. Updates X-Ref Card (UCC-F375) with Construction Permit number and date issued.

14. Files CPA, Technical Section(s) and Permit document in Central File.

3.2.3 Permit Update Issuance

Responsibility

Applicant

Action

1. Enters office and requests Permit.

Responsibility

Technical Assistant to the Construction Official

Action

1. Removes Permit document(s) from Permit Holding File.

2. Removes Construction Permit Application (CPA) (UCC-F100) and all completed Technical Sections (UCC-F110 thru -F150) from Central File.

3. Collects from Applicant, all fees as noted on Construction Permit Update (UCC-F190).

4. Records fee payment data on Permit document.

5. Obtains Construction Official's signature on Permit document.

6. Updates Permit document with today's date and the original Permit number referencing the CPA.

7. Gives copy of Construction Permit Update to Applicant. Retains *Office Copy*.

8. Records Construction Permit number and date of issuance in upper right-hand corner of Technical Section(s).

   Note: Some Technical Sections will already have the date and number recorded.

9. Gives copy of the Technical Section(s) to Applicant.

   Note: Some Technical Sections will already have the date and number recorded.

10. Distributes Technical Section(s) copy to Inspector(s). Retains *Office Copy*.

3.2.3 Permit Update Issuance –continued.

11. Updates CPA, section V entering fees collected.

12. Records information in Permit Fee Log (UCC-L700) referring, as necessary, to CPA, Office Copies of Permit document, Technical Section(s) and Census Information booklet for appropriate Census category number.

13. Updates X-Ref Card (F375) with Construction Permit Update and date issued.

14. Files CPA and Technical Section(s) by block and lot in Central File. The Permit Update should be attached to the Construction Permit for the same job.

4.0.0 Inspection

This section describes the administrative process for conducting inspections and reporting the results. These procedures will act as a guide conducting inspections and processing final subcode approvals, and for maintaining an inspecting log.

The Inspector and Technical Assistant to the Construction Official are the key players in this process. Their activities are supported by the Construction Official and involve participation by the Applicant.

The major activities and responsibilities of the performers are:

Construction Official

- Monitors and supervises the inspection process.
- Reviews Daily Inspection Report.

Subcode Official/Inspector

- Inspects the construction site for Code compliance.
- Takes appropriate action when discovering a Code violation.
- Maintain record of inspection results on Technical Sections.
- Informs Subcode Official and/or Technical Assistant when final subcode approval is granted on a project.

Technical Assistant to the Construction Official

- Maintains a log of inspection requests and results.
- Notifies appropriate Inspector of a request for inspection.
- Updates the files when final approvals are granted.
- Notes when all final approvals are secured and conditions to be resolved are met.
- Verifies with the Construction Official the type of Certificate required for approved jobs.

Applicant

- Requests an on-site inspection.
- Takes appropriate action if inspection is not approved.

4.1.0 Inspections

4.1.1 Inspection Request

Responsibility

Technical Assistant to the Construction Official

Action

1. Receives call or message for inspection from Owner/agent.
   a. Schedules inspections within three (3) business days of request.

2. Records the following information in the Inspection Log (UCC-L710) for the appropriate subcode area:
   - Date of phone call;
   - Construction Permit number;
   - Block/lot;
   - Owner/agent name;
   - Work site location;
   - Type of inspection requested.

3. Prepares Inspection Notice (UCC-F200), including the following information:
   - Subcode Official name;
   - Time and date of call;
   - Person receiving call;
   - Owner/agent name and telephone number;
   - Block, lot, and address at work site;
   - Type of inspection requested.

4. Gives Inspection Notice to Inspector. Inspection must be conducted within three (3) business days of the requested appointment.
   - If more convenient, telephone message to Inspector.

4.1.2 Inspection Conducted

Responsibility

Inspector

Action

1. Receives Inspection Notice (UCC-F200) from Technical Assistant to the Construction Official.

2. Refers to Technical Section (UCC-F110 thru -F150) in Subcode Official File to insure that inspections are being requested in the proper order.
   a. If required inspections are omitted or bypassed, contacts Owner/agent and requests Subcode Official/Construction Official to issue a Notice and Order of Penalty (UCC-F212), by performing procedure "Notice and Order of Penalty" (8.1.6.).

3. Inspects work site, referring to Technical Section, as needed.
   a. If inspection passes, talks to Owner/agent directly or posts appropriate Inspection Approval Sticker (UCC-F221 thru -F225) at work site, filling in all necessary information, including the telephone number to call for additional information.
      OR
   b. If inspection fails, talks to Owner/agent directly or posts inspection Not Approved Sticker (UCC-F230) at work site filling in all necessary information, including the telephone number to call for additional information.
      AND
   c. Records results on inspection log.
      - At Inspector's discretion, the Subcode Official/Construction Official is requested to issue Notice of Violation and Order to Terminate (UCC-F211) by performing procedure "Notice of Violation and Order to Terminate" (8.1.3).
        OR
      - If necessary, the Subcode Official/Construction Official is requested to issue Stop Construction Order (UCC-F250), by performing procedure, "Stop Construction Order" (8.1.1).

4. Updates job summary/inspections on Technical Section with inspection results.

5. Performs procedure, "Daily Inspection Report Preparation" (4.2.1).

4.1.2 Inspection Conducted –continued.

6. Determines status of inspections.
   a. If no final approval granted, no action required.
      OR
   b. If final approval granted, performs procedure, "Final Inspection Approval" (4.1.3).

4.1.3 Final Inspection Approval

Responsibility

Inspector

Action

1. Indicates final approval on the *Inspector Copy* of the Technical Section (UCC-F110 thru -F150).
   a. Checks "Inspections Final" in the job summary area.
   b. Records date and signature in the job summary area.

2. Forwards *Inspector Copy* of Technical Section to Subcode Official for final inspection.

Responsibility

Subcode Official

Action

1. Checks to see if all required inspections were performed and that no outstanding violations exist.

2. Indicates final approval and forwards to Technical Assistant to the Construction Official for necessary action.

4.1.4 Final Inspection Processing

Responsibility

Technical Assistant to the Construction Official

Action

1. Receives copy of Technical Section(s) (UCC-F110 thru -F150) from Inspector/Subcode Official.

2. Removes Construction Permit Application (CPA) (UCC-F100) and *Office Copy* of appropriate Technical Section from Central File.

3. Files inspection reports.

4. Reviews inspections to determine work status.
   a. If all Subcode final inspections are approved and all outstanding conditions for prior approvals are met, performs procedure, "Certificate Preparation" (5.1.1).
   OR
   b. If all necessary Subcode final inspections are *not* approved, or all outstanding conditions for prior approvals are *not* met, puts CPA and *Inspector Copy* of the Technical Section(s) back in Central File.
      - Notifies Applicant of requirements.

4.2.0 Daily/Weekly Inspection Reporting

4.2.1 Daily/Weekly Inspection Report Preparation

Responsibility

Inspector

Action

1. Updates Daily/Weekly Inspection Report (UCC-R800) after performing inspection, listing the following data in the report:
   - Date;
   - Time of inspection;
   - Permit number;
   - Block/lot;
   - Owner/agent name;
   - Construction location;
   - Inspection results;
   - Comments, as needed.

2. Gives Daily/Weekly Inspection Report to Technical Assistant at end of day or week.

4.2.2 Inspection Log Update

Responsibility

Technical Assistant to the Construction Official

Action

1. Receives Daily/Weekly Inspection Report (UCC-R800) from Inspector.

2. Updates Inspection Log (UCC-L710) with date inspection conducted, Inspector identification, and inspection results.

3. Gives Daily/Weekly Inspection Report to Construction Official for review.

4. Reviews Inspection log periodically for overdue inspections and takes appropriate action.

4.3.0 Post-Certificate of Occupancy Enforcement Action Inspections

4.3.1 Inspection Conducted

Responsibility

Technical Assistant to the Construction Official

Action

1. Receives complaint of possible Code violation(s) *and* the building is one of a residential development *and* a Certificate of Occupancy on the building has already been issued.

2. Refers complaint to appropriate subcode Inspector/Official.

Responsibility

Inspector/Subcode Official

Action

1. Receives post-CO complaint from Technical Assistant.

2. Removes Construction Permit file from Central File and reviews with specific attention to Technical Section (UCC-F110 thru -F150) applicable to alleged violation.

3. Schedules Inspection.

4. Inspects work site, referring to Technical Section and/or plans, as needed.

5. If inspection reveals violation, performs or advises appropriate Subcode Official to perform procedure 8.1.8 –"Notice of Violation and Order to Terminate (Post-Certificate of Occupancy –Residential Construction).

6. Refers to N.J.A.C. 5:23-2.35(a)1. For any violation of a Code section listed, makes necessary arrangements for inspection of all units within the development that might have similar violations.

7. Where violations found in other units, performs or advises appropriate Subcode Official to perform procedure 8.1.8 –"Notice of Violation and Order to Terminate (Post-Certificate of Occupancy –Residential Construction).

4.3.2 Post-CO Inspection Fee Calculated

Responsibility

Construction Official

Action

1. Receives notice from Subcode Official(s) of development-wide Post-CO violations.

2. Calculates required developer's escrow in accordance with N.J.A.C. 5:23-4.17(d).

3. Notifies developer of escrow requirements in accordance with same.

4. Charges shall be made to the escrow account, also as described in N.J.A.C. 5:23-4.17(d), and paid by the municipality's Chief Financial Office in accordance with the procedure set forth in paragraphs c and d of N.J.S.A. 40:55D-53.2.

5.0.0 Certificate

This section describes the preparation, distribution, and control of Certificates. The Technical Assistant to the Construction Official is the key player in this process. His/her activities are supported by the Construction Official and involve minimal participation by the Applicant.

The major activities and responsibilities of the performers are:

Construction Official

- Monitors and supervises the processing and issuance of Certificates.
- Authorizes issuance of Temporary Certificates of Occupancy (TCO) and notes unresolved conditions.
- Reviews and authorizes the completed Certificate.

Technical Assistant to the Construction Official

- Prepares the Certificate.
- Maintains controls for TCOs and Temporary Certificates of Compliance, including monitoring the compliance deadlines.
- Collects fees; *NOTE*: There are no fees for Certificates of Compliance, Approval or Temporary Certificates of Compliance.
- Maintains logs records of Certificates issued and fees collected.
- Updates files when Certificate is issued.

Applicant

- Applies for Certificate.
- Pays fees.
- If TCO is issued, resolved conditions of Certificate.

5.1.0 Issue Certificate

5.1.1 Certificate Preparation

Responsibility

Technical Assistant to the Construction Official

Action

1. Reviews Construction Permit Application (CPA) (UCC-F100), section X to determine which Certificate is required for the job.

2. Prepares Certificate (Occupancy, Compliance, Continued Occupancy, Approval, or Lead Hazard Clearance) (UCC-F260) recording the following information:
   - Owner and site identification data
   - Type of Certificate being issued
   - Brief description of work

   Note: The Construction Official's signature is not obtained at this point.

   a. If this is a Certificate of Occupancy, obtains from appropriate Subcode Officials and records the home warranty number and type of warranty plan, use group, maximum live load, construction classification, and maximum occupancy load.

3. Files Certificate in Certificate Holding File, by Owner's name or by block and lot.

4. *Optional:* Notifies Applicant that Certificate is ready, and the fee amount, if any, due.

5.1.2 Certificate Issued

Responsibility

Applicant

Action

1. Enters office; requests Certificate.

Responsibility

Technical Assistant to the Construction Official

Action

1. Asks owner/agent to complete Application for Certificate of Occupancy (UCC-F270).

2. Checks Application for type of Certificate desired.

   a. If Temporary Certificate of Occupancy is desired, performs procedure, "Temporary Certificate Preparation" (5.2.1) and does not perform the remainder of this procedure.

   b. If Certificate of Continued Occupancy is desired and it is being issued under the municipality's maintenance code, follow local requirements. Do *not* use UCC-F260.

3. Removes Certificate from Certificate Holding File.

   a. If Certificate not found, performs, "Certificate Preparation" (5.1.1), steps 1 and 2.

   Note: Certificate should normally be prepared after all final inspections are completed, any outstanding Prior Approval conditions are met, and before Applicant files Application for Certificate.

4. If Certificate requested differs form the type of Certificate prepared, resolves difference with Applicant and, if necessary, Construction Official.

5. Calculates and collects fees due from Applicant.

6. Records fee collection data on Certificate.

5.1.2 Certificate Issued –continued.

Note: If the construction project is new non-residential development or an addition to non-residential development, then you may be responsible for ensuring the payment of the Statewide Non-residential Development Fee before issuing the Certificate of Occupancy. Refer to the latest information on the Statewide Non-residential Development Fee provided to Construction Officials before proceeding.

7. Obtains Construction Official's signature on Certificate.

8. Assigns Certificate number in upper right-hand corner of document using numbering sequence as described in Appendix.

9. Records information in Certificate Log (UCC-L720) including:
   - Certificate number;
   - Date issued;
   - Block/Lot;
   - Name/Address;
   - Description of Work;
   - Use Group;
   - Type of Certificate;
   - New or Addition area and volume;
   - Ownership;
   - Housing units gained or lost;
   - Census number;
   - Fee/payment.

10. Gives copy of Certificate to Applicant.

11. Distributes copy to *Tax Assessor*. Retains *Office Copy*.

12. Removes CPA form Central File and updates sections V and X with Certificate Data.

13. Files CPA and office copy of Certificate in Central File.

5.2.0 Issue Temporary Certificate of Occupancy (TCO) or Compliance (TCC)

5.2.1 TCO/TCC Preparation and Issuance

Responsibility

Applicant

Action

1. Completes Application for Temporary Certificate of Occupancy/Compliance (UCC-F270).

Responsibility

Technical Assistant to the Construction Official

Action

1. Reviews Application with appropriate Construction or Subcode Official to determine if Temporary Certificate may be granted.
   a. If not authorized, informs Applicant of reasons for rejection. No further action required.
   b. If authorized, obtains the following from Construction or Subcode Official, noting:
      - List of conditions to be resolved;
      - Temporary Certificate of Occupancy/Compliance expiration date;
      - Penalty for non-compliance.

2. Prepares Certificate (TCO/TCC) (F260), recording the following information:
   - Owner and site identification data;
   - Type of Certificate being issued;
   - Brief description of work;
   - Date issued;
   - List of conditions to be resolved;
   - Expiration date;
   - Penalty for non-compliance.

3. Collects fees due from Applicant.

4. Records fee collection data on Certificate.

5.2.1 TCO/TCC Preparation and Issuance –continued.

Note: If the construction project is new non-residential development or an addition to non-residential development, then you may be responsible for ensuring the payment of the Statewide Non-residential Development Fee before issuing the Certificate of Occupancy. Refer to the latest information on the Statewide Non-residential Development Fee provided to Construction Officials before proceeding.

5. Obtains Construction Official's signature on Certificate.

6. Places Certificate number in upper right-hand corner of document using number sequence as described in Appendix.

7. Records information in Certificate Log (L720), including:
   - Certificate Number;
   - Date issued;
   - Block/Lot;
   - Name/Address;
   - Description of Work;
   - Use Group;
   - Type of Certificate(s);
   - New or Additional area and volume;
   - Ownership;
   - Housing Units Gained or Lost;
   - Total Value of Construction;
   - Census Number;
   - Fee/Payment.

8. Gives copy of certificate (Temporary Certificate of Occupancy or Compliance) to Applicant.

9. Distributes copy to *Tax Assessor*. Retains *Office Copy*.

10. Removes Construction Permit Application (CPA)(UCC-F100) from Central File and updates section V (Fee collection data) and section X (Temporary Certificate of Occupancy/Compliance data).

5.2.1 TCO/TCC Preparation and Issuance –continued.

11. Prepares TCO/TCC Control Card (F280) with the following information:
    - Compliance deadline (expiration date of TCO/TCC);
    - Construction Permit Number;
    - Date of TCO/TCC issuance;
    - Owner/agent name;
    - Work site address;
    - Telephone number of Owner/agent;
    - Conditions to be resolved.

    Note: This card is prepared to monitor Temporary Certificates and their expiration dates.

12. Files TCO/TCC Control Card in TCO/TCC Tickler file, by compliance deadline.

13. Files CPA and Office Copy of Certificate (Temporary Certificate of Occupancy/Compliance) in Central File.

5.2.2 TCO/TCC Compliance Monitoring

Responsibility

Technical Assistant to the Construction Official

Action

1. Checks TCO/TCC Tickler File periodically for upcoming compliance due dates.
   a. If no Temporary Certificates expire within three (3) days, no further action required.

2. Removes CPA (UCC-F100) from Central File.

3. Checks inspection summary to identify if all required Subcode officials have given final approvals.
   a. If all finals have not been given, notifies Inspector to check for possible violation;

      OR

   b. If all final approvals have been given:
      - Discards TCO/TCC Control Card;
      - Performs procedure, "Certificate Preparation" (5.1.1);
      - Notifies Applicant that a final Certificate of Occupancy must be obtained. Re-files CPA in Central File.

6.0.0 End-of-Month Reporting

This section contains procedures for end-of-month reporting. These procedures will act as a guide in preparing the Town Report, the Municipal Monthly Activity Report, and the Census Report.

The Key Player in these Activities is the Technical Assistant to the Construction Official. His/her activities are supported by the Construction Official.

The major activities and responsibilities of the performers are:

Technical Assistant to the Construction Official

- Tabulates each category reported in the Log and transcribes the data onto the appropriate monthly report.
- Gives report copies to the appropriate officials.
- Maintains the report files.

Construction Official

- Reviews each report for critical indicators and trends in activities.
- Reviews each report for accuracy prior to issuance.

6.1.0 Local Reporting

6.1.1 Town Report Preparation

Responsibility

Technical Assistant to the Construction Official

Action

1. Obtains the Permit Fee Log (UCC-L700) and the Certificate Log (UCC-L720) for the reporting month.

2. Prepares the Town Report in format suitable for Town use, using information recorded in both logs.

3. Copies Town Report and distributes to appropriate officials.

NOTE: If municipality will accept a copy of the "Monthly Municipal Activity Report" as prepared in procedure 6.2.1 in place of the above, this procedure may be omitted.

6.2.0 State Reporting

6.2.1 Municipal Monthly Activity Report Preparation (Permits)

Responsibility

Technical Assistant to the Construction official

Action

1. Obtains the Permit Fee Log (UCC-L700) for the reporting month.

2. Fills out the reporting month and year on the Municipal Monthly Activity Report--Permits (UCC-R812).

3. Calculates totals of the following items for each Use Group, using the Permit Fee Log:

   New Construction (New or Addition)
   - Number of Permits and Updates;
   - Square and cubic footage gained;
   - Private or public ownership;
   - Housing units gained or lost by sale or rental;
   - Total value of construction.

   Alterations
   - Number of Permits and Updates;
   - Private or public ownership;
   - Housing units gained or lost.

   Demolition
   - Number of Permits and Updates;
   - Private or public ownership;
   - Housing units lost.

4. Records fees collected for:
   - Building;
   - Electrical;
   - Plumbing;
   - Fire Protection;
   - Elevator;
   - Certificate;
   - Other.

5. Records the use group totals on the Municipal Monthly Activity Report (Permits).

6.2.1 Municipal Monthly Activity Report Preparation (Permits) –continued.

6. Calculates total for each item and records on Activity Report, with signature and date.

7. Distributes copies of the Municipal Monthly Activity report to:
   - Department of Community Affairs*
   - Town Officials, as required;
   - Town Departments as required.

8. Files copy of Municipal Monthly Activity Report (Permits).

* Those municipalities using the NJDCA's UCCARS software or any UCCARS-like software need only transmit data electronically on or before the 7th calendar day of the following month. Municipalities participating in the NJDCA's PermitsNJ need do nothing.

6.2.2 Municipal Monthly Activity Report Preparation (Certificates)

Responsibility

Technical Assistant to the Construction Official

Action

1. Obtains the Certificate Log (UCC-L720) for the reporting month.

2. Fills out the reporting month and year on the Municipal Monthly Activity Report- Certificates (UCC-R811).

3. Calculates totals of the following items for each Use Group using the Certificate Log:
   - Number of certificates;
   - Square and cubic footage gained for new and addition;
   - Public or private ownership;
   - Housing units gained or lost;
   - Value of construction;
   - Records totals of certificate fees collected that were not previously reported with Permit activity.

4. Records the Use Group total on the Municipal Activity Report (Certificates).

5. Signs and dates.

6. Distributes copies of the Municipal Activity Report to:
   - Department of Community Affairs*
   - Town Officials, as requested
   - Town Departments, as required

7. Files copy of Municipal Monthly Activity Report (Certificates).

* Those municipalities using the NJDCA's UCCARS software or any UCCARS-like software need only transmit data electronically on or before the 7th calendar day of the following month. Municipalities participating in the NJDCA's PermitsNJ need do nothing.

6.2.3 Census Report Preparation

Responsibility

Technical Assistant to the Construction Official

Action

1. Obtains the Permit Fee Log (UCC-L700) for the reporting month.
2. Completes the Census Report using information recorded on the Permit Fee Log.
3. Makes a copy of the Census Report.
4. Files copy, by month, in Census Report File.
5. Sends original to the US Census Bureau.*

*If you are transmitting your municipality's monthly Permit and Certificate data to DCA electronically, or if your municipality participates in PermitsNJ, your Federal Census reporting requirement is automatically fulfilled as well. Please notify the US Census Bureau of your transmitting electronically and you will not be required to submit the paper report.

6.2.4 NJ State Permit Surcharge (Training) Quarterly Report

Responsibility

Technical Assistant to the Construction Official

Action

1. Obtains the Permit Fee Logs (UCC-L700) for the reporting quarter.

2. Completes the report (R840B) by using the information recorded on each Permit Fee Log and totaling the amounts for the quarter.

3. Inserts the dollar amount submitted, the total cubic volume (residential and nonresidential new construction and additions) and the total cost of rehabilitation projects (both residential and nonresidential), where indicated.

4. Indicates the quarter of the year for which the report is being sent. Signs and dates the report.

5. Indicates work that is fee exempt.

6. Sends this report along with a Municipal check for the NJ State Permit Surcharge (Training) Fee made, payable to 'Treasurer, State of New Jersey.' Vouchers cannot be accepted.

Note: Those municipalities using the NJDCA's UCCARS software or participating in PermitsNJ need only include the computer copy of this report along with the check.

7.0.0 On-Going Inspections

This section describes the administrative process related to cyclical inspections. These procedures will serve as a guide to the Construction and Subcode Officials, Inspectors and Technical Assistants in the maintenance of on-going inspection logs and the reporting of inspection results.

The major activities and responsibilities of the performers are:

Construction Official

- Supervises cyclical inspection process.
- Issues Penalty Orders, Certificates, etc, applicable to the on-going inspection process.

Inspector/Subcode Official

- Establishes cycle of inspections. Monitors and supervises cyclical inspections.
- Conducts inspections and witnesses tests where applicable.
- Takes appropriate action(s) if device inspected is in violation of regulations.
- Takes appropriate action(s) when Owner appeals agency's decision(s).
- Calculates inspection fees.
- Prepares forms applicable to the process and forwards such to the Technical Assistant within five (5) working days of the inspection (except in emergency situations).
- Maintains an on-going inspection log.
- Maintains a schedule of device inspections within an established cycle of inspections.

Technical Assistant to the Construction Official

- Reviews for completeness, the forms forwarded by the Inspector/Subcode Official/Construction Official for completeness.
- Prepares Certificates as recommend by the Inspector.
- Ensures that all forms issued by the municipality are signed, dated, etc., and forwards same to device owners.
- Files copies of forms in device files.
- Maintains up-to-date device files, and files of Inspection and Certificate logs.
- Monitors inspection deadlines and the expiration dates of the Certificates under which the devices operate.

Device Owner

- Takes appropriate action if device is in violation of the regulations.
- Arranges for necessary tests(through scheduling) upon notification by the Inspector/Subcode Official.

7.1.0 Log Maintenance

7.1.1 Log Update –Required Inspections

Responsibility

Technical Assistant

Action

1. Reviews all incoming Construction Permit Applications (CPA) and relevant Technical Section(s) to determine whether any aspect of the construction project for which a Permit is sought will require future on-going inspections.
   a. Verifies information recorded in CPA section IV.
      - If data does not agree with information on Technical Section(s), updates the CPA as appropriate.
   b. If future on-going inspections will be required, proceeds to next step (step 2).

   OR

   c. If future on-going inspections will not be required, files CPA and Technical Section(s) in Central file, by block and lot, and stops – does not perform remainder of procedure.
2. Records type of required future on-going inspections on CPA, section IV-DOES OR WILL YOUR BUILDING CONTAIN ANY OF THE FOLLOWING?

Note: this is not to say a Permit should be issued for the purpose of conducting an annual inspection, it is simply the mechanism by which additional devices requiring on-going inspections are added to the periodic inspections registry!

3. Reviews On-going Inspections Log(s) (UCC-L730) to determine if device is already recorded in log.
   a. If information is already recorded in log –does not perform remainder of procedure.
4. Enters device information in appropriate On-going Inspection Log:
   - Owner's name;
   - Building site:
     - Address;
     - Phone number;
     - Block/Lot.
   - Type of device;
   - Date of initial service.

   a. If information is not complete, advises Subcode Official to obtain necessary data.
5. Determines month(es) in which on-going inspection is required.

6. Prepares On-Going Inspection control card (UCC-F290) for each calendar month inspection is required (i.e., if semi-annual inspections are required, two cards are completed), recording necessary site and owner/agent identification, description of device and month in which inspection is due.
7. Files On-Going Inspection control card, by inspection month, in On-Going Inspection tickler file.

7.1.2 On-Going Inspections Monitoring

Responsibility

Technical Assistant

Action

1. Reviews On-going Inspection tickler file six weeks prior to start of new inspection month.

2. Identifies inspections required for the month.
   a. Refers to On-going Inspections Log for additional information as required.

3. Notifies appropriate Inspector of required inspections.

7.1.3 Log Update –Inspection Results

Responsibility

Inspector

Action

1. Locates entry for inspected item in On-going Inspection Log (UCC-L730).

2. Records date of final passed inspection.

7.2.0 Cyclical (On-going) Inspections

7.2.1 Inspection Conducted –Elevator Device

Responsibility

Inspector

Action

1. Receives notice from Technical Assistant of on-going inspection due.

2. Contacts Owner/agent to schedule periodic elevator device inspection (schedules cyclical inspection within the established cycle).

3. Schedules date and records on On-Going Inspection Schedule (UCC-F300):
   - Inspector's Name;
   - Owner/Agent name;
   - Building location and registration number;
   - Number and type of equipment to be inspected;
   - Type of inspection (Periodic, Reinspection);
   - Date inspection scheduled.

4. Calculates inspection fee (per device); records on On-going Inspection schedule.

5. Prepares Elevator Inspection form (UCC-F310) in duplicate, recording building address, block and lot.

6. Conducts or witnesses inspection and records inspection data on form.
   a. If unable to conduct or complete inspections/witnesses:
      - Updates schedule and Elevator Inspection form to indicate inspection not done;
      - Reschedules inspection;
      - Records new inspection date on schedule.

7. Completes Elevator Inspection form (UCC-F310) by recording all required data, date and type of the inspection, applicable codes, results of the inspection/tests including citation of violations when noted, recommendation, for certificate when appropriate, inspector's name, signature and license number.

7.2.1 Inspection Conducted –Elevator Device –continued.

8. Upon completion of inspection/ witnessing of tests, determines whether device passes inspection.
   a. If elevator device passes inspection:
      - Updates Elevator Inspection form to indicate approval;
      - Prepares, if not already present, Elevator Notice (UCC F320) placard; posts in Machine room;
      - Signs and dates Elevator Notice placard after every inspection;
      - Prepares Certificate of Compliance (UCC-F260).

   b. If elevator device does *not* pass inspection:
      - Notifies Owner/agent of required action;
      - Updates Elevator Inspection Form to indicate disapproval;
      - Schedules reinspection of elevator device; records date on On-going Inspection Schedule.

   c. Requests the Subcode Official to issue a Notice of Violation and Order to Terminate (UCC-F211) (see procedure 8.1.3) with any violation cited as a result of the inspection test and determines the due date of compliance. In cases when a *Private Onsite Agency* enforces the Subcode, the Notice shall be issued through the Construction Official's office.

   d. May recommend that Construction Official issue a Notice and Order of Penalty (see procedure 8.1.6) when violations cited repeatedly are not brought into compliance.

   e. May determine that device poses an immediate danger to riders.

   f. Submits Elevator Inspection form to Technical Assistant within five (5) working days of the inspection, and within two (2) working days of inspection in the case of *shut-down* of the device or any other emergency situation discovered.

   g. Notifies Subcode Official and the NJDCA Elevator Safety unit of any: non-registered buildings/devices, devices removed from service, or devices placed back in service discovered during the inspection process.

7.2.1 Inspection Conducted –Elevator Device –continued.

Responsibility

Inspector and Construction Official

Action

1. When it is determined that an existing device poses an immediate danger to the riders, places device *Out of Operation* and notifies the owner of the same.

   A device is considered *Out of Operation* when the main line power supply disconnecting means are pulled. The placard, "Notice, This Elevator Device is Declared Unsafe" (UCC-F325) is affixed to the main entrance(s) of the affected device and to the disconnecting means. All necessary forms, Notices, Orders are issued and sent to the device owner.

Responsibility

Elevator Subcode Official

Action

1. Establishes cycle of inspections.

2. Verifies list of Registered Building/Devices provided by the NJDCA Elevator Safety unit; notifies the NJDCA of any discrepancies.

3. Monitors inspections process.

4. Ensures that the Certificates (TTC,CC) are issued as recommended and that all UCC forms issued in relation to the inspection/test are properly prepared, signed, issued timely, distributed accordingly and on time, and filed in the device's file.

5. Monitors and takes appropriate actions if devices are not inspected/re-inspected on time.

6. If requested to issue violation notice by Inspector in step 7c above, and a violation notice is warranted, issues Notice of Violation and Order to Terminate (UCC-F211) by following procedure 8.1.3.

7.2.1 Inspection Conducted –Elevator Device –continued.

Responsibility

Technical Assistant

Action

1. Receives and reviews forms/notices, etc, for completeness.

2. Prepares Certificates according to the Inspector's recommendations.
   a. Records all applicable data including but not limited to Certificate type, date issued and the expiration date of the Certificate.
   b. Records information applicable to the cyclical inspection process in Certificate Log (UCC-L720). Information shall include but not be limited to the Certificate's type, date issued, and the expiration date of the Certificate.

3. Obtains Construction Official's signature on forms as required by the UCC.

4. Forwards all forms issued for the inspection/test performed to the device owner within five (5) working days of their receipt and within two (2) working days in case of a *shut-down* of the device or any other emergency situation as indicated by the Inspector/Subcode Official.

5. Files copies of the forms forwarded to the device owner in the device's file within two (2) weeks of distribution.

6. Monitors the expiration dates of the Certificates (CC/TCC) under which the device operates.
   a. In the absence of the required information for the new Certificate to be issued, notifies the Subcode Official/Inspector about the upcoming expiration date.

7. Maintains files of Inspection and Certificate Logs.

Responsibility

Device Owner

Action

1. Takes appropriate actions to arrange for tests requested by the Inspector/Subcode Official.

2. Takes appropriate actions (as listed in 8.1.0) when ordered to comply with the Notices/Orders issued by the agency.

7.2.2 Inspection Conducted –Bonding and Grounding

Responsibility

Electrical Subcode Official or Inspector

Action

1. Receives notice from Technical Assistant of on-going inspection due.

2. Contacts swimming pool/spa/hot tub owner. Advises that Certificate of Compliance is expiring; schedules annual inspection (schedules cyclical inspection within the established cycle). Uses model *Pool/Spa/Hot Tub Annual Notice*, if desired.

3. Records on On-Going Inspection Schedule (UCC-F300):
   - Inspector's Name
   - Owner name
   - Swimming pool/spa/hot tub location
   - Number and type of equipment to be inspected
   - Type of inspection (Periodic, Reinspection)
   - Date inspection scheduled.

4. Calculates inspection fee; records on On-going Inspection schedule.

5. The Electrical Subcode Technical Section may be used for the purpose of recording inspection fee, inspection and results; its use, however, is not required

6. Performs visual (nondestructive) inspection of the electrical equipment and wiring associated with each pool, spa or hot tub, to ensure that the installation continues to be safe and meets applicable requirements of the Electrical Subcode.
   a. Inspection must address all visible safety items covered by the Electrical Subcode, such as (but not limited to):
      - Condition of connections and terminations;
      - GFCI protection for motors;
      - GFCI protection for receptacles;
      - GFCI protection for underwater lights;
      - Location of receptacles and switches;
      - Location and sealing of junction boxes and deck boxes, etc.

7. Obtains copy of valid bonding and grounding certificate.

7.2.2 Inspection Conducted –Bonding and Grounding –continued.

8. Returns Electrical Subcode Technical Section (if used) completed with fee calculation and inspection results, *and* copy of valid bonding and grounding certificate to Technical Assistant.

Responsibility

Technical Assistant

Action

1. Receives forms from Subcode Official or Inspector.

2. Prepares Certificate (CC/TCC) according to the Subcode Official or Inspector's recommendations.
   a. Records all applicable data including but not limited to Certificate type, date issued and the expiration date of the Certificate, indicating "Pool/Spa/Hot Tub Bonding and Grounding" and any other pertinent and necessary detail in the *Description of Work/Use* space on the Certificate form.

   Note: A Certificate may encompass more than one swimming pool/spa/hot tub if those devices are in the same vicinity, accessible to an inspector in the same inspection visit, and are covered by the same bonding and grounding certificate.

   b. Records information applicable to the cyclical inspection process in Certificate Log (UCC-L720). Information shall include but not be limited to the Certificate's type, date issued, and the expiration date of the Certificate.

3. Obtains Construction Official's signature on Certificate as required by the UCC.

4. Forwards all forms issued for the inspection/test performed to the swimming pool/spa/hot tub owner within five (5) working days of their receipt, and within two (2) working days in case of a Notice of Unsafe Structure being issued (see procedure 8.1.2).

5. Files copies of the forms forwarded to the swimming pool/spa/hot tub owner in the swimming pool/spa/hot tub's file in the central file system within two (2) weeks of distribution.

6. Monitors the expiration dates of the Certificates (CC/TCC) under which the swimming pool/spa/hot tub operates.

7.2.2 Inspection Conducted –Bonding and Grounding –continued.

a. In the absence of the required information for the new Certificate to be issued, notifies the Subcode Official/Inspector about the upcoming expiration date.

7. Maintains files of Inspection and Certificate Logs.

Responsibility

Device Owner

Action

1. Takes appropriate actions to arrange for tests requested by the Inspector/Subcode Official.

2. Takes appropriate actions (as listed in 8.1.0) when ordered to comply with the Notices/Orders issued by the agency.

7.2.3 Ongoing Inspection–Backflow Preventer Re-Testing

Responsibility

Plumbing Subcode Official or Inspector

Action

1. Receives notice from Technical Assistant of annual re-testing due.

2. Contacts backflow preventer device owner; advises that Certificate of Compliance is expiring, performance test certification is required and payment of fee is due. Uses model *Testing of Backflow Preventers Annual Reminder*, if desired.

   Note: At his or her discretion, the Plumbing Inspector or Subcode Official may elect to witness the test.

3. Calculates backflow preventer annual fee based upon the fee established by municipal ordinance.

4. Obtains copy of valid performance test certificate.

5. The Plumbing Subcode Technical Section may be used for the purpose of recording the annual fee, witnessing of the test and test results; its use, however, is not required.

6. Returns Plumbing Subcode Technical Section (if used) completed with fee calculation and copy of valid performance test certification to Technical Assistant.

Responsibility

Technical Assistant

Action

1. Receives forms from Subcode Official or Inspector.

2. Prepares Certificate (CC/TCC) according to the Subcode Official or Inspector's recommendations.
   a. Records all applicable data including but not limited to Certificate type, date issued and the expiration date of the Certificate, indicating "Backflow Preventer" and any other pertinent and necessary detail such as location in the building, model no., etc., in the *Description of Work/Use* space on the Certificate form.

7.2.3 Ongoing Inspection –Backflow Preventer Re-Testing –continued.

Note: Issues one CC per building/structure, reflective of the flat fee calculation per building/structure and not per device.

b. Records information applicable to the cyclical inspection process in Certificate Log (UCC-L720). Information shall include but not be limited to the Certificate's type, date issued, and the expiration date of the Certificate.

3. Collects fee.

4. Obtains Construction Official's signature on Certificate of Compliance as required by the UCC.

5. Forwards all forms issued for the inspection/test performed to the backflow preventer device owner within five (5) working days of their receipt, and within two (2) working days in case of a Notice of Unsafe Structure being issued (see procedure 8.1.2).

6. Files copies of the forms forwarded to the backflow preventer device owner in the backflow preventer's file in the central file system within two (2) weeks of distribution.

7. Monitors the expiration dates of the Certificates (CC/TCC) under which the backflow preventer operates.
   a. In the absence of the required information for the new Certificate to be issued, notifies the Subcode Official/Inspector about the upcoming expiration date.

8. Maintains files of Inspection and Certificate Logs.

Responsibility

Device Owner

Action

1. Takes appropriate actions to arrange for tests requested by the Inspector/Subcode Official.

2. Takes appropriate actions (as listed in 8.1.0) when ordered to comply with the Notices/Orders issued by the agency.

8.0.0 Notices, Orders, and Appeals

The section describes the processing of special legal Notices, Orders and applications for Appeal. These Notices, Orders and applications are an integral part of enforcing the Uniform Construction Code.

The Construction Official and Subcode Official are the key players in this process. Their activities are supported by the Technical Assistant and involve the participation of the Applicant.

The major activities and responsibilities of the performers are:

Construction Official

- Monitors and supervises the processing of Notices.
- Reviews and authorizes when appropriate, Notices and Orders. As per N.J.A.C. 5:23-4.14(e)2 the Construction Official shall sign UCC-F250, UCC-F211 and UCC-F213 when a private *on-site* inspection agency enforces the subcode(s).
- Reviews and authorizes variation decisions made by the Subcode Official.
- Takes appropriate action in response to a decision of the Construction Bd. of Appeals.
- Forwards Notices, Orders and Variations to Technical Assistant for distribution and proper filing.

Subcode Official

- Prepares and forwards Notices/Orders to the Construction Official as required.
- Subcode Official employed by the municipality, prepares and issues Stop Construction Orders and Notices of Violations and Order to Terminate and forwards them to Technical Assistant for distribution as required, and filing.
- Assures that site is re-inspected when Owner/agent complies with terms of the Notice/Order.
- Takes appropriate action if Owner/agent does not comply with Notice/Order.
- Assures that a history of notices issued is maintained in the appropriate files.
- Determines the merit of the Code variation requested; prepares a response and forwards in the Construction Official for necessary action.

8.0.0 Notices, Orders, and Appeals –continued.

Technical Assistant

- Receives, distributes as required, and files Notices, Orders, applications and decisions on variations.
- Provides appropriate forms and assists Owner/agent in completing an appeal to the Construction Bd. of Appeals.

Applicant

- Takes appropriate action when ordered to comply with a Notice/Order.
- Takes appropriate actions to implement the alternatives of the variations granted by the agency.
- Files an appeal with the Construction Bd. of Appeals when disputing a decision of the Enforcing Agency.
- Takes appropriate action in response to a decision of the Construction Bd. of Appeals.

8.1.0 Notices/Orders

8.1.1 Stop Construction Order

The Stop Construction Order may be used as a notice of any violation, however, it stops *all* work of a specific subcode or subcodes, or *all* work entirely on the construction project. It also carries a daily rather than weekly penalty, when a subsequent Notice and Order of Penalty is issued.

Immediate penalty must be ordered in conjunction with if used to stop work without a Permit.

If used to stop legitimate job in progress, must list what's wrong.

Issued to Permit holder or the person performing the work; if the Permit holder or person performing the work is not the Owner in fee, must issue to Owner in fee as well.

Provides ability to seek injunctive relief, i.e., a court order, to stop the person(s) performing the work from violating the Stop Construction Order.

Responsibility

Subcode Official

Action

1. Prepares a Stop Construction Order (UCC-F250) in duplicate, and a Stop Construction Placard (UCC-F255).
   a. Records the following Identification information:
      - Construction Permit number;
      - Date Permit issued;

        Note: where construction has commenced without a Construction Permit, simply leave the Permit number and date issued fields blank.
      - Stop Construction Order number, if required by town;
      - Work site location;
      - Block/lot of construction site;
      - Owner and Agent (if any) name and address;
      - Name and address of *Other Party* receiving Order if not Owner or Agent;

   b. Indicates dates:
      - Date of inspection that led to Order;
      - Date of Notice and Order.

   c. Describes action to be taken:
      - Indicates work under which subcode(s) is required to stop;
      - Indicates date by which construction must stop.

8.1.1 Stop Construction Order –continued.

d. Indicates exact section of regulations of which Owner/agent or *other party* is in violation.
e. Quotes the above sections of the regulations.
f. States the condition upon which construction may resume.
g. Fills in appeal information:
   - Construction Bd. of Appeals name.
   - Appeal fee;
   - Construction Bd. of Appeals address.
h. Provides contact telephone number.
i. Subcode Official signs and dates.

2. Delivers original Order to Owner/agent or to *Other Party* (see N.J.A.C. 5:23-2.31(d) for *service* requirements).

3. Noted issuance of Order on Technical Section(s) (UCC-F110 thru - F150), if applicable.

4. Files copy of Order with (or without) Construction Permit Application (CPA) (UCC-F100) in Central File.

5. Responds to Owner/agent or *Other Party's* actions.
   a. If construction stops and conditions are met, re-inspects site and informs Owner/agent or *Other Party* that he/she has permission to continue work; notes compliance on back of Order.

      OR

   b. If construction does not stop:
      - Issues a Notice and Order of Penalty by performing procedure, "Notice and Order of Penalty" (8.1.7).
      - Advises the Construction Official to seek the Order of a court of competent jurisdiction, as needed, restraining further work at the site.
   c. If appeal is made to the Construction Bd. of Appeals, provide board with full record of the construction project in question.

8.1.4 Notice of Violation and Order to Terminate

The Notice of Violation and Order to Terminate is used most often to cite violations of a technical nature.

Subsequent Notice and Order of Penalty issued carries weekly penalty.

Issued to Permit holder or the person performing the work; if the Permit holder or person performing the work is not the Owner in fee, must issue to Owner in fee as well.

Specifies timeframe in which violation must be corrected.

Responsibility

Subcode Official

Action

1. Prepares a Notice of Violation and Order to Terminate (UCC-F211) in duplicate.
   a. Records the following Identification information:
      - Construction Permit number;
      - Date of Permit issuance;
      - Notice number, if required by Town;
      - Work site location;
      - Block/lot of construction site;
      - Owner and Agent (if any) name and address;
      - Indication of to whom the Notice is addressed;
      - Name and address of *Other Party* receiving Notice is not Owner or Agent;
   b. Indicates dates:
      - Date of inspection;
      - Date of this Notice;
      - Compliance due date, i.e., date by which recipient must comply with terms of Notice.
   c. Indicates type of action that must be taken:
      - Describes violation(s) found, quoting from section of Code violated.
      - Repeats compliance due date.
   d. Fills in appeal information:
      - Construction Bd. of Appeals name;
      - Appeal fee;
      - Construction Bd. of Appeals address.
   e. Provides contact telephone number.
   f. Subcode Official signs and dates.

2. Delivers original Notice to Owner/agent or to Other Party (see N.J.A.C. 5:23-2.33 for *service* requirements).

8.1.4 Notice of Violation and Order to Terminate –continued.

3. Files copy of Order with (or without) Construction Permit Application (CPA) (UCC-F100) in Central File.

4. Notes issuance of Notice & Order in Technical Sections(s) (UCC-F110 thru –F150).

5. Responds to request for extension of compliance due date, if applicable.

6. Responds to Owner/agent or *Other Party's* actions.
   a. If Notice is not complied with in a timely fashion, takes appropriate action (see N.J.A.C. 5:23-2.31)
   b. If appeal to Construction Bd. of Appeals is made, provides board with full record of the construction project in question.

8.1.5 Notice of Unsafe Structure

The Notice of Unsafe Structure is used in more urgent circumstances than the Notice of Violation and Order to Terminate. See N.J.A.C. 5:23-2.32(a).

Results from inspection, describes an unsafe condition, and orders the recipient to vacate by a specified date and/or demolish or make prescribed repairs by a specified date.

The Notice of Unsafe Structure is issued to the Owner in fee, but may also be served upon the Owner's agent as specified in the Construction Permit application, the person responsible for work, or any agent or person in control of the building.

Responsibility

Construction Official

Action

1. Prepares a Notice of Unsafe Structure (UCC-F241) in duplicate, and an Unsafe Structure Placard (UCC-F245).
   a. Records the following Identification information:
      - Construction Permit number, if applicable;
      - Date of Permit issuance, if applicable;
      - Notice number, if required by Town;
      - Building/structure site location;
      - Block/lot of building/structure site;
      - Owner and Agent (if any) name and address;
      - Indication of to whom the Notice is addressed;
      - Name and address of *Other Party* receiving Notice if not Owner or Agent;
   b. Indicates dates:
      - Date of inspection that led to Notice;
      - Date Notice was issued.
   c. Reiterates inspection date and describes unsafe condition found.
   d. Indicates type of action Owner/agent is required to take:
      - If structure must be vacated, check and indicate date by which must be vacated;
      - If structure must be demolished or unsafe conditions otherwise corrected, check and indicate the date by which the structure must be:
        - Demolished;

        OR

        - Repaired.

8.1.5 Notice of Unsafe Structure –continued.

e. Fills in appeal information:
   - Construction Bd. of Appeals name;
   - Appeal fee;
   - Construction Bd. of Appeals address.

f. Provides contact telephone number.

g. Construction Official signs and dates.

2. Delivers original Notice to Owner/agent or to *Other Party* (see N.J.A.C. 5:23-2.33 for *service* requirements).

3. Files copy of Notice with (or without) Construction Permit Application (CPA) (UCC-F100) in Central File.

4. Notes issuance of Notice on Technical Section(s) (UCC-F110 thru –F150).

5. Responds to Owner/agent or *Other Party's* actions.
   a. If repairs are made, evaluates whether structure is restored to within Code requirements.
   b. If Owner/agent or *Other Party* neglects or refuses to comply with Notice, forwards matter to appropriate legal counsel.

8.1.6 Notice of Imminent Hazard

The Notice of Imminent Hazard is used for the most serious circumstances and where immediate life safety concerns are present. See N.J.A.C. 5:23-2.32(b).

Results from inspection, describes the imminent hazard, and orders the recipient to vacate forthwith, i.e., at once.

The Notice of Imminent Hazard further orders to make the prescribed repairs by a specified date or to demolish the structure by a specified date.

The Notice of Imminent Hazard is issued to the Owner in fee, but may also be served upon the Owner's agent as specified in the Construction Permit application, the person responsible for work, or any agent or person in control of the building.

Order to Vacate placards (UCC-F245) must be posted. (Note: While UCC-F245 continues to be commonly referred to as the *Unsafe Structure Notice*, it *is* the *Order to Vacate* placard)

Responsibility

Construction Official

Action

1. Prepares a Notice of Imminent Hazard (UCC-F242) in duplicate, and the necessary number of *Order to Vacate* Placards (UCC-F245).
   a. Records the following Identification information:
      - Construction Permit number, if applicable;
      - Date of Permit issuance, if applicable;
      - Notice number, if required by Town;
      - Building/structure site location;
      - Block/lot of building/structure site;
      - Owner and Agent (if any) name and address;
      - Indication of to whom the Notice is addressed;
      - Name and address of *Other Party* receiving Notice if not Owner or Agent;
   b. Indicates dates:
      - Date of inspection that led to Notice;
      - Date Notice was issued.
   c. Reiterates inspection date and describes imminent hazard condition found.

8.1.6 Notice of Imminent Hazard –continued.

d. Indicates type of action Owner/agent is required to take:
   - If structure may be rendered temporarily safe, so indicate by checking the "Immediately correct…" box;
   - If structure must be demolished, check and indicate the date by which the structure must be demolished.

e. Provides contact telephone number.

f. Construction Official signs and dates.

2. Delivers original Notice to Owner/agent or to *Other Party* (see N.J.A.C. 5:23-2.33 for *service* requirements).

3. Posts each entrance of the building/structure with the placards prepared in step 1 above.

4. Files copy of Notice with (or without) Construction Permit Application (CPA) (UCC-F100) in Central File.

5. Notes issuance of Notice on Technical Section(s) (UCC-F110 thru –F150), if applicable.

6. Employs temporary safeguards, closing of streets, etc. as prescribed at N.J.A.C. 5:23-2.32(b) 2., 3., 4., and 5.

7. Responds to Owner/agent or *Other Party's* actions.
   a. If measures taken to temporarily render structure safe and secure, evaluates.
   b. If Owner/agent or *Other Party* neglects or refuses to comply with Notice, forwards matter to appropriate legal counsel.

8.1.7 Notice and Order of Penalty

The Notice and Order of Penalty is used to assess weekly penalties for failure to terminate violations as prescribed in: 1) a Notice of Violation and Order to Terminate (UCC-F211); b) a Notice of Unsafe Structure (UCC-F241); and c) a Notice of Imminent Hazard (UCC-F242).

The Notice and Order of Penalty is also used to assess daily penalties for failure to comply with a Stop Construction Order (UCC-F250).

The Notice and Order of Penalty is also used to assess immediate penalties for: 1) Making a false or misleading written statement or omitting required information in an application or request for approval; 2) Failing to obtain a Construction Permit; 3) Failing to request required inspections; and 4) Allowing occupancy prior to receiving a Certificate of Occupancy.

The UCC authorizes up to a $2,000 penalty for each cited violation .See N.J.A.C. 5:23-2.31(e) for specifics.

Responsibility

Construction Official

Action

1. Prepares a Notice and Order of Penalty (UCC-F212) in duplicate.
   a. Records the following Identification information:
      - Construction Permit number, if applicable;
      - Date of Permit issuance, if applicable;
      - Notice number, if required by Town;
      - Building/structure site location;
      - Block/lot of building/structure site;
      - Owner and Agent (if any) name and address;
      - Indication of to whom the Notice is addressed;
      - Name and address of *Other Party* receiving Notice if not Owner or Agent;
   b. Indicates by checking, the circumstances of the violation leading to a penalty.
      i. If penalty is for failure to terminate violation(s) previously cited with UCC-F211, -F241 or –F242:
         - Records date of previous notice;
         - Indicates by checking, previous notice type;
         - Records reinspection date;
         - Quotes violation(s) remaining.

8.1.7 Notice and Order of Penalty –continued.

ii. If penalty is immediate for 1) Making a false or misleading written statement or omitting required information in an application or request for approval; 2) Failing to obtain a Construction Permit; 3) Failing to request required inspections; and 4) Allowing occupancy prior to receiving a Certificate of Occupancy:
   - Records date of violation discovered;
   - Indicates by checking, the specific violation type.

iii. If penalty is for failure to comply with Stop Construction Order:
   - Records date of Stop Construction Order;
   - Records reinspection date.

c. Records penalty:
   - Indicates amount for each violation;
   - Indicates total penalty amount;
   - Indicates by checking, period over which additional penalties will be assess;
   - Records new reinspection date;
   - Records additional penalty amount;
   - Indicates by checking daily or weekly assessment of additional penalties.

d. Fills in appeal information:
   - Construction Bd. of Appeals name;
   - Appeal fee;
   - Construction Bd. of Appeals address.

e. Provides contact telephone number.

f. Construction Official signs and dates.

2. Delivers original Notice to Owner/agent or to *Other Party* (see N.J.A.C. 5:23-2.33 for *service* requirements).

3. Files copy of Notice & Order with (or without) Construction Permit Application (CPA) (UCC-F100) in Central File.

4. Notes issuance of Notice on Technical Section(s) (UCC-F110 thru –F150).

5. Responds to Owner/agent or *Other Party's* actions.

6. If Owner/agent or *Other Party* neglects or refuses to settle penalties assessed, collects pursuant to the *Penalty Enforcement Law of 1999* (N.J.S.A. 2A:58-10 et seq.).

8.1.8 Notice of Violation and Order to Terminate (Post-Certificate of Occupancy –Residential Construction)

In the Supreme Court decision, DKM Residential Properties Corporation v. The Township of Montgomery and the Construction Board of Appeals of the Township of Montgomery, the Court held that local code enforcement agencies may issue Notices of Violation to the builder *after* the Certificate of Occupancy (CO) has been issued and the builder has transferred title to the property. The decision requires that any violation that would have caused the CO to be withheld must be cited. Because no CO would be issued when there are any known violations, this means that a Notice of Violation should be issued for any and all code violations found by or brought to the attention of the local enforcing agency.

This procedure is based upon the guidance provided in UCC Bulletin No. 05-01.

Responsibility

Subcode Official

Action

1. Before preparing the Notice of Violation and Order to Terminate (Post-Certificate of Occupancy –Residential Construction), UCC-F213, advise homeowner to go through homeowner's warranty first for items known to be covered under warranty *because* builder is obligated to correct warranted defects; if builder fails to do so, warranty company pays for the correction. This avenue affords better protection to the homeowner than the issuance of a Violation Notice & Order.
   a. If warranty claim denied, obtain copy of letter of denial.
   b. If violation involves item(s) not covered by warranty or out of warranted period, issue Violation Notice & Order without obtaining warranty company denial.
   c. If homeowner wishes to pursue correction through UCC rather than warranty claim, issue Violation Notice & Order without warranty company denial.
   d. If unsure of warranty coverage, issue Violation Notice & Order without warranty company denial.

2. Prepares a post-CO Notice of Violation and Order to Terminate (UCC-F213) in triplicate.
   a. Records the following Identification information:
      - Order number;
      - Work site location;
      - Block/lot of construction site;

8.1.8 Notice of Violation and Order to Terminate (Post-Certificate of Occupancy –Residential Construction) –continued.

- Contractor/Builder name and address; *and*
- Owner *in fee* name and address;

b. Indicates dates:
   - Date of inspection;
   - Date of this Notice;
   - Compliance due date, i.e., date by which recipient must comply with terms of Notice & Order.

c. Indicates type of action that must be taken:
   - Describes violation(s) found, quoting from section of Code violated - include any and all violations;
   - Base upon model codes in effect at time of building's construction;
   - To preserve the homeowner's appeal rights, make separate list in space provided of item(s) a part of homeowner's complaint but not a violation of UCC.
   - Repeats compliance due date.

d. Fills in appeal information:
   - Construction Bd. of Appeals name;
   - Appeal fee;
   - Construction Bd. of Appeals address.

e. Provides contact telephone number.

f. Subcode Official signs and dates.

3. Serves one copy of the Notice & Order on the contractor/builder and one copy of the Notice & Order on the homeowner (see N.J.A.C. 5:23-2.33 for *service* requirements).

4. Require development-wide action on certain deficiencies.
   a. Certain violations involving life safety and serious enough to warrant citing every home in the development found to have such violations must be cited and must require abatement.
      - Owner may be obligated if builder is unwilling, unable or unavailable to do so;
      - Refer to N.J.A.C. 5:23-4.5(h)4 for list of code sections requiring global and absolute action.
      - Repeat steps 1 through 3 as necessary.

5. Files third copy of Notice & Order Central File.

6. Responds to request for extension of compliance due date, if applicable.

8.1.8 Notice of Violation and Order to Terminate (Post-Certificate of Occupancy –Residential Construction) –continued.

7. Responds to Contractor/Builder and Owner actions.
   a. If Notice is not complied with in a timely fashion, takes appropriate action (see N.J.A.C. 5:23-2.31)
   b. If appeal to Construction Bd. of Appeals is made, provides board with full record of the construction project in question.

For additional information, refer to UCC Bulletin No. 05-1, Issuance of Notice of Violation After Issuance of Certificate of Occupancy and Transfer of Title, June 2005.

8.1.9 Notice and Order of Penalty (Post-Certificate of Occupancy – Residential Construction)

When the time allowed in the original post-Certificate of Occupancy Violation Notice & Order has expired and the violations remain unabated, a Notice and Order of Penalty (Post-Certificate of Occupancy – Residential Construction), UCC-F214, should be issued to the builder, and a copy provided to the homeowner.

This procedure is based upon the guidance provided in UCC Bulletin No. 05-01.

Responsibility

Construction Official

Action

1. Prepares a Post-CO Notice and Order of Penalty (UCC-F214) in triplicate.
   a. Records the following Identification information:
      - Order number;
      - Building/structure site location;
      - Block/lot of building/structure site;
      - Contractor/Builder name and address; *with copy to*
      - Owner *in fee* name and address;
   b. Indicates date of inspection as recorded on Post-CO Notice of Violation.
   c. Indicates date of reinspection (the reinspection date generally correlates to the compliance due date reflected on the original Post-CO Notice of Violation);
   d. Records violations cited on the original Post-CO Notice of Violation remaining unabated.
   e. Records penalty:
      - Indicates amount for each violation;
      - Indicates total penalty amount;
      - Records new reinspection date;
      - Records additional penalty amount;
   f. Fills in appeal information:
      - Construction Bd. of Appeals name;
      - Appeal fee;
      - Construction Bd. of Appeals address.
   g. Provides contact telephone number.
   h. Construction Official signs and dates.

8.1.9 Notice and Order of Penalty (Post-Certificate of Occupancy – Residential Construction) –continued.

2. Serves one copy of the Notice & Order on the contractor/builder and one copy of the Notice & Order on the homeowner (see N.J.A.C. 5:23-2.33 for *service* requirements)

3. Files third copy of Notice & Order in Central File.

4. Responds to Contractor/Builder or Owner's actions.

5. If Contractor/Builder neglects or refuses to settle penalties assessed, collects pursuant to the *Penalty Enforcement Law of 1999* (N.J.S.A. 2A:58-10 et seq.).

For additional information, refer to UCC Bulletin No. 05-1, Issuance of Notice of Violation After Issuance of Certificate of Occupancy and Transfer of Title, June 2005.

8.2.0 Appeals

8.2.1 Application for a Variation

Responsibility

Construction Official or Subcode Official

Action

1. Gives Owner/agent a blank Application for Variation (UCC-F160).

2. Assists Owner/agent in completing application.
   a. Determines and collects fees.

3. Reviews completed Application for Variation.

4. After reviewing, contacts Owner/agent for additional information, as necessary.

5. Makes decision on application within twenty (20) days of receipt by CCE office.
   a. If office falls to respond within twenty (20) business days, application is automatically denied.

6. Checks at the bottom of the Application for a Variation, Denied or Granted, as appropriate.

7. Signs and dates the application, obtaining all pertinent Subcode Officials', as well as the Construction Official's signature.

8. States reason(s) for the decision made, attaching statement to application.

9. Makes copy and files application and statement with CPA in Central File.

10. Delivers original statement and application to Owner/agent (see N.J.A.C. 5:23-2.33 for service requirements).

11. Takes appropriate follow-up action.
    a. If variation granted, performs procedure "Plan Review and Fee Calculation" (3.1.3).
    b. If variation is *not* granted:
       i. Performs procedure, "Plan Review and Fee Calculation" (3.1.3) when Applicant submits revised plans.
       ii. If Applicant wishes to appeal decisions, performs procedure "Application to Construction Board of Appeals" (8.2.2)

8.2.2 Application to Construction Board of Appeals

Responsibility

Technical Assistant

Action

1. Gives Owner/agent blank Application to Construction Board of Appeals form.

2. Assists Owner/agent in completing application.

3. Responds to board as needed,

8.2.3 Decision of the Construction Board of Appeals

Responsibility

Technical Assistant

Action

1. Receives decision of the Construction Bd. of Appeals from the board.
2. Reviews decision and takes appropriate action.
3. Files decision with CPA in Central File.

Appendix A. –Construction Permit Application Instructions

Instructions for completing Construction Permit Applications and Technical Sections are as follows:

UCC-F100, Construction Permit Application –pg. 1.

Applicant completes sections I, II, III, IV, VI and VII. CCE Office completes sections V.

I. Identification

1. Work site. Record the address at which the construction project will occur.
2. Name of Owner in Fee. Record the property owner's name, telephone no. e-mail address (if any), and traditional mailing address; include municipality and zip code.
3. Ownership in Fee. Indicate whether ownership is Public or Private.
4. Principal Contractor. Record the name, telephone no., traditional address and e-mail address of the principal contractor. If the project is new residential construction, record the contractor's Builder Registration No. If the project involves a single subcode, and the subcode contractor and principal contractor are one in the same, and the project is for:
   - Electrical or Plumbing work only, then record the contractor's Electrical or Master Plumber's license no.
   - Fire protection equipment, then record the contractor's certification no.
   - Burglar alarm, fire alarm or electronic security systems, then record the contractor's license no.
   - A home improvement project, then record the contractor's Home Improvement Contractor registration no., or reason for exemption.
   - A landscape irrigation system, then record the contractor's Landscape Irrigation Contractors certification.

     See N.J.A.C. 5:23-2.15(b) for licensing, registration, certification requirements.

   - If you are a homeowner performing your own work, record *Homeowner* in section I-5.

   Note: Contractor information must include License or Builder Registration number, where applicable, and Federal Employer Number.
5. Architect or Engineer. Record the architect or engineer's firm name, contact person, traditional address, e-mail address, telephone and Fax no.
6. Responsible Person in Charge once Work has Begun. Record the name, telephone no. and Fax no. (if available) of the person who is responsible to the owner for ensuring that all work is installed and

completed in conformity with the regulations. This person may be the design architect or engineer, the contractor or a 3rd party acceptable to the Construction Official.

II. Proposed work

1. Indicate what type of work will be preformed.
   - Minor work –construction work undertaken in existing structures, requiring no prior approvals and no plan review, not altering in any way the structural members of a building and meeting the definition set forth in N.J.A.C. 5:23-2.17A.
   - New building –the building of a structure where previously there was none.
   - Addition –the increase in area and volume of an existing structure.
   - Demolition.
   - Repair –the restoration to a good or sound condition of materials, systems and/or components that are worn, deteriorated or broken using materials or components identical to or closely similar to the existing.
   - Renovation –the removal and replacement or covering of existing interior or exterior finish, trim, doors, windows, or other materials with new materials that serve the same purpose and do not change the configuration of space.
   - Alteration –the rearrangement of any space by the construction of walls or partitions, the addition or elimination of any door or window, the extension or rearrangement of any system, the installation of any additional equipment or fixtures and any work which affects a primary structural component.
   - Reconstruction –any project where the extent and nature of the work is such that the work area cannot be occupied while the work is in progress and where a new certificate of occupancy is required before the work area can be reoccupied.
   - Asbestos Abatement (Subch. 8).
   - Lead Hazard Abatement.
   - Radon Remediation.
   - Annual Permit –an annual Permit may be issued to an educational, industrial, institutional, mercantile, business or government facility; see N.J.A.C. 5:23-2.14(c) thru (e) for specifics.
2. Subcodes –check all that apply. Estimate the labor and equipment costs of the work to be performed, by subcode, and then total.

III. Plan Review

1. Indicate whether partial releases on plan review is desired.
2. Indicate whether prototype processing is in order; see N.J.A.C. 5:23-2.15(f)2.

IV. Does or will this building contain… –indicate by checkmark, all that apply.
V. Fee Summary –for *Office* use only.
VI. Building/Site Characteristics –if proposed work is New Building, Addition or Demolition, items 1 thru 12 in section VI *must* be completed.
VII. Description of Building Use –Complete section VII-A if the structure's primary use is residential; complete section VII-B if the structure's primary use is non-residential. All applicants must complete sections VII-C and VII-D.

Construction Permit Application –pg. 2. Certification in Lieu of Oath

Complete section I if applicant is owner in fee of the property listed on page 1 as the proposed work site.

Complete section II if the applicant is anybody other than the property's owner in fee.

Complete section III if applicable to your construction project.

Construction Permit Application –pg. 3.

CCE Office completes sections VIII, IX and X.

UCC-F110, Building Subcode Technical Section

Applicant completes sections A, B, C and D. CCE Office completes *Job Summary* and *Fee* sections.

A. Identification
- Work site. Record the Block, Lot, Qualification Code and street address of the proposed work site location.
- Owner. Record the property owner's name, telephone no. e-mail address, if any, and traditional mailing address; include municipality and zip code.
- Contractor. Record the name, telephone no., traditional mailing address and e-mail address, if any, of the contractor. If the project is new residential construction, record the contractor's Builder Registration no. If the project is a home improvement project, record the contractor's Home Improvement Contractor Registration no. or reason he/she is exempt for this project. Record the contractor's Federal Employer ID no. and FAX no., if any. If you are a homeowner performing your own work, record *Homeowner* in the Contractor section.

B. Building Characteristics
- Indicate the structure's present and proposed use group.
- Indicate the structure's present and proposed construction classification.
- Indicate the structure's:

- Number of stories.
- Height of structure.
- Area of largest floor.
- New building area.
- Volume of new structure.
- Total land area disturbed.
- Indicate the estimated cost of the building work:
  1. New building
  2. Alteration
  3. Total (1&2).

C. Certification in Lieu of Oath
- Please sign accordingly and emboss if Contractor.

D. Technical Site Data
- Description of Work. Briefly describe activity to take place, with comments.
- Type of Work. Indicate by checking, the type of work to be conducted.

E. CCE Office completes *Job Summary* and *Fee* sections.

UCC-F120, Electrical Subcode Technical Section

Applicant completes sections A, B, C and D. CCE Office completes *Job Summary* and *Fee* sections.

A. Identification
- Work site. Record the Block, Lot, Qualification Code and street address of the proposed work site location.
- Owner. Record the property owner's name, telephone no. e-mail address, if any, and traditional mailing address; include municipality and zip code.
- Contractor. Record the name, telephone no., traditional mailing address and e-mail address, if any, of the contractor. Record the contractor's *Electrical Contractor* license no. If the project is a home improvement project, record the contractor's Home Improvement Contractor Registration no. or reason he/she is exempt for this project. Record the contractor's Federal Employer ID no. and FAX no., if any. If you are a homeowner performing your own work, record *Homeowner* in the Contractor section.

B. Electrical Characteristics
- Indicate the structure's present and proposed use group.
- Indicate Pole/Pad no. The *pole* or *pad* number is a reference number the utility company uses to determine the electrical service cut-in location; it may be found on a metal plate mounted on the pole for

overhead service, or on the pad-mounted transformer for underground service. Providing the *pole* or *pad* number is required if your construction project affects the electrical service.
- Indicate if electrical service is temporary or other; if service is other than permanent or temporary, indicate type, e.g., diesel-powered generator.
- Indicate how the building is occupied.
- Indicate the utility company.
- Estimate the total labor and materials cost of your electrical work.

C. Certification in Lieu of Oath
- Sign in the space provided; check the appropriate box.
- If you are a contractor, emboss with your license seal.

D. Technical Site Data
- Description of Work. Briefly describe activity to take place, with comments.
- Type of Work. Indicate the quantity and size, where applicable, of all fixtures and equipment that are a part of this construction project.

E. CCE Office completes *Job Summary* and *Fee* sections.

UCC-F130, Plumbing Subcode Technical Section

Applicant completes sections A, B, C and D. CCE Office completes *Job Summary* and *Fee* sections.

A. Identification
- Work site. Record the Block, Lot, Qualification Code and street address of the proposed work site location.
- Owner. Record the property owner's name, telephone no. e-mail address, if any, and traditional mailing address; include municipality and zip code.
- Contractor. Record the name, telephone no., traditional mailing address and e-mail address, if any, of the contractor. Record the contractor's *Master Plumber's Contractor* license no. If the project is a home improvement project, record the contractor's Home Improvement Contractor Registration no. or reason he/she is exempt for this project. Record the contractor's Federal Employer ID no. and FAX no., if any. If you are a homeowner performing your own work, record *Homeowner* in the Contractor section.

B. Plumbing Characteristics
- Indicate the structure's present and proposed use group.
- Indicate the building's sanitary sewer line size; indicate whether sanitary sewer is *Public* sewer or *Private* septic.

- Indicate the building's water service line size; indicate whether water service is *Public* water or *Private* well.
- Estimate the total labor and materials cost of your plumbing work.

C. Certification in Lieu of Oath
- Sign in the space provided; check the appropriate box.
- If you are a contractor, emboss with your license seal.

D. Technical Site Data
- Description of Work. Briefly describe activity to take place, with comments.
- Type of Work. Indicate the quantity of all fixtures and equipment that are a part of this construction project.

E. CCE Office completes *Job Summary* and *Fee* sections.

UCC-F140, Fire Protection Subcode Technical Section

Applicant completes sections A, B, C and D. CCE Office completes *Job Summary* and *Fee* sections.

A. Identification
- Work site. Record the Block, Lot, Qualification Code and street address of the proposed work site location.
- Owner. Record the property owner's name, telephone no. e-mail address, if any, and traditional mailing address; include municipality and zip code.
- Contractor. Record the name, telephone no., traditional mailing address and e-mail address, if any, of the contractor. For fire protection equipment, record the NJ Div. of Fire Safety *Permit* number; record the NJ Div. of Fire Safety *Installer* number. Record the contractor's *Fire Alarm Contractor* no. If the project is a home improvement project, record the contractor's Home Improvement Contractor Registration no. or reason he/she is exempt for this project. Record the contractor's Federal Employer ID no. and FAX no., if any. If you are a homeowner performing your own work, record *Homeowner* in the Contractor section.

B. Fire Protection Characteristics
- Indicate the structure's present and proposed use group.
- Indicate the structure's present and proposed construction classification.
- Indicate whether work being done to the building's heating system is new, a modification to an existing system, a conversion or replacement system; indicate its fuel type and location.
- Indicate the fuel type and capacity of any fuel storage tanks present.

- Indicate whether the fire alarm system is *new* or *existing* and the location of its panel.
- Indicate whether the fire suppression/standpipe system is *new* or *existing* and the location of the main control valve.
- Estimate the total labor and materials cost of your fire protection work.

C. Certification in Lieu of Oath
- Sign in the space provided; check the appropriate box.

D. Technical Site Data
- Description of Work. Briefly describe activity to take place, with comments.
- Indicate the water supply source and method of alarm or suppression system supervision.
- Type of Work. Indicate the quantity of all fixtures and equipment that are a part of this construction project.

E. CCE Office completes *Job Summary* and *Fee* sections.

UCC-F145, Mechanical Inspection Technical Section

Applicant completes sections A, B, C and D. CCE Office completes *Job Summary* and *Fee* sections.

Important Note: the Mechanical Inspection Technical Section is to be used for the inspection of mechanical equipment for projects in existing Group R-3 or R-5 buildings.

A. Identification
- Work site. Record the Block, Lot, Qualification Code and street address of the proposed work site location.
- Owner. Record the property owner's name, telephone number, e-mail address, if any, and traditional mailing address; include municipality and zip code.
- Contractor. Record the name, telephone number, traditional mailing address and e-mail address, if any, of the contractor. Record the contractor's registration number or reason he/she is exempt for this project. Record the contractor's Federal Employer ID number and FAX number, if any. If you are a homeowner performing your own work, record *Homeowner* in contractor section.

B. Mechanical Characteristics
- Indicate the structure's present and proposed use group. Note: can *only* be R-3 or R-5.

- When applicable, indicate the building's sanitary sewer line size and whether sanitary sewer is *Public* sewer or *Private* septic.
- When applicable, indicate whether the system is new, modification of existing system, conversion or replacement.
- Indicate type of equipment/appliance and type of fuel.
- Estimate the total labor and materials cost of your mechanical work.

C. Certification in Lieu of Oath
- Sign in the space provided.

D. Technical Site Data
- Description of Work. Briefly describe activity to take place, with comments.
- Type of Work. Indicate the quantity of all fixtures, equipment and appliances that are a part of this construction project.

E. CCE Office completes *Job Summary* and *Fee* sections.

UCC-F150, Elevator Subcode Technical Section

Applicant completes sections A, B, C and D. CCE Office completes *Job Summary* and *Fee* sections.

A. Identification
- Work site. Record the Block, Lot, Qualification Code and street address of the proposed work site location.
- Owner. Record the property owner's name, telephone no. e-mail address, if any, and traditional mailing address; include municipality and zip code.
- Contractor/Installer. Record the name, telephone no., traditional mailing address and e-mail address, if any, of the contractor/installer. If the project is a home improvement project, record the contractor/installer's Home Improvement Contractor Registration no. or reason he/she is exempt for this project. Record the contractor/installer's Federal Employer ID no. and FAX no., if any.
- Maintenance/Service Contractor. Record the name, traditional mailing address and e-mail address, if any, telephone and FAX no., if any, of the maintenance/service contractor.

  If you are a homeowner performing your own work, record *Homeowner* in the Contractor section.

B. Elevator Characteristics
- Indicate the structure's use group.
- Indicate the building's NJDCA *Elevator Safety* registration number.
- Indicate the elevator device manufacturer, device ID and machine room location.

- Indicate the number of stops, number of openings, travel in feet, speed in feet per minute, type of control, type of operation and capacity in pounds.
- Indicate whether the elevator device is passenger or freight.
- Indicate its year of installation, the standard applied, its year of alteration, if applicable, and the standard applied.
- Estimate the total labor and materials cost of your elevator work.

C. Certification in Lieu of Oath
- Sign and date in the space provided.

D. Technical Site Data
- Description of Work. Briefly describe activity to take place, with comments.
- Type of Work. Indicate the quantity of all elevator devices by type. If more than one elevator device is present, use UCC-F155, Supplement for Multiple Equipment, to provide elevator characteristics information (section B) for additional devices.

E. CCE Office completes *Job Summary* and *Fee* sections.