



State of New Jersey
DEPARTMENT OF COMMUNITY AFFAIRS
101 SOUTH BROAD STREET
PO Box 809
TRENTON, NJ 08625-0809

CHRIS CHRISTIE
Governor

KIM GUADAGNO
Lt. Governor

RICHARD E. CONSTABLE, III
Commissioner

TO: Fire Officials and Construction Officials

FROM: William Kramer, Jr. Acting Director/State Fire Marshal
Division of Fire Safety

Edward Smith, Director
Division of Codes and Standards

DATE: April, 19 2013

SUBJECT: Temporary Use of Non-Residential Buildings to House Volunteers

The rebuilding effort in the areas of New Jersey that were significantly damaged by Super Storm Sandy is vitally important to all residents of the State of New Jersey. Volunteers from around the country, and in some cases, from outside of the country are planning to come to New Jersey to assist with the rebuilding efforts.

These volunteers need a place to stay while they are in New Jersey. Many religious and non-profit humanitarian agencies will be assisting with providing or obtaining non-residential buildings to be used temporarily as a place for these volunteers to stay.

In order to meet the demand for housing these volunteers and to ensure their safety while they are here, the Division of Codes and Standards and the Division of Fire Safety have developed guidance for the temporary use of non-residential buildings for this purpose. This guidance is designed to allow the use of facilities without triggering a change of use while providing an acceptable level of safety for those who have volunteered to help us. To that end, we trust that you will exercise good judgment in utilizing this guidance. The imposition of fees for permits for these uses is at the discretion of the municipality. Many towns have been waiving fees for work resulting from a natural disaster.

As with any guidance, there may be situations that are unique and are not addressed. In these cases, we ask that you email us at NRHousing@dca.state.nj.us and we will assist in determining the best way to address the issue.

We want to thank you for your understanding and continued cooperation during this rebuilding effort.

