### UNIFORM CONSTRUCTION CODE ROSTER

New Jersey Department of Community Affairs—Division of Codes and Standards

**MUNICIPALITY:**

**COUNTY:**

**Directions**

Columns A, B, C & D: Identify the employee by his/her last name first name initial, license number and position. If employed in more than one position; ie, construction official building subcode official, building inspector or electrical inspector & plumbing inspector than use a separate line for each position.

Column E: List the total number of work hours per week, if “as needed” then so specify; list specific days and hours only if established by the municipal appointment.

Column F: List the weekly hours for UCC activities including flex hrs. For example 35 to 50.

Column G: List the percentage of the time spent for UCC activities, should be 100% unless other municipal appointments (ie. Zoning, Housing) are held.

Column H: List office hours, Construction & Subcode Officials only. Uniform Construction Code sets no minimum number of hours but does require some hours during normal business hours as defined by the municipality.

Column I: List inspection hrs. Including flex hours if there is an agreement with municipality.

Column J: number of other municipalities in which Uniform Construction Code appointment are held.

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
<th>G</th>
<th>H</th>
<th>I</th>
<th>J</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Name</td>
<td>FIRST INITIAL</td>
<td>U.C.C. LICENSE No.</td>
<td>POSITION Held</td>
<td>Total Hrs.</td>
<td>U.C.C. WKLY WORK HRS.</td>
<td>% U.C.C. WORK HRS.</td>
<td>Office Hours List actual hours &amp; days; Subcode Officials &amp; Construction Official only.</td>
<td>Average Uniform Construction Code insp. hours per week. Non office hours only.</td>
<td>No. of Town</td>
</tr>
</tbody>
</table>

**Certification**

The undersigned Construction Official certifies the information provided in this Uniform Construction Code Roster is accurate.

Please mail the completed and signed report to:

**NJ Department of Community Affairs**
Division of Codes and Standards
Office of Regulatory Affairs
Attention: UCC Annual Roster
P.O. Box 818
Trenton, NJ 08625-0818

Phone: (609) 984-7672
Fax: (609) 984-7718