



BOROUGH OF RINGWOOD

UCC Change of Use Instructions

Your Site Plan Exemption Application lists your business's Use group as _____. This is different from the previous occupant's Use group.

When the proposed Use is changing from the previous Use, the Uniform Construction Code calls for further examination and mandates a UCC Change of Use analysis be submitted. You will need to submit an evaluation prepared by a New Jersey licensed professional (architect or engineer). Your professional's analysis must completely evaluate all of the criteria contained in **N.J.A.C. 5:23-6.31**. The architect's letter must show each section of the code and if the space is currently compliant. If it is not, your professional must describe or show how they intend to achieve compliance.

You are also required to submit a UCC permit application for the Change of Use. Submit the following permit forms which are available on the Building Department web page: F100, F170, F110, F120, F130 and F140. The description of work is "Change of Use from _____ to _____"

Any work that is required to bring the space into compliance can be included in the same permit application you will be submitting for changing the use group from _____ to _____.

Additionally, any work you are electing to do that would ordinarily require a permit, apart from what may be required in the architect's analysis, such as moving or adding lighting, receptacles, switches; moving walls; renovating a bath, etc., can be included in this permit application as well.