TO: All School Business Administrators

FROM: Julie Bunt, Acting Director
Office of Charter and Renaissance Schools

SUBJECT: Request for building leases/mortgages, certificate of occupancy, facility summary information form, proof of sanitation inspection, and fire inspection certificate.

The 2019-2020 Facility Summary Information Form, the certificate of occupancy, annual sanitary inspection report with satisfactory rating, and fire certificate with code “Ae” for all charter school facilities are due to the Office of Charter and Renaissance Schools. The submission of these documents serves as a measure of public accountability and allows the Commissioner to assess whether each charter school’s facilities are safe and secure for students.

Pursuant to N.J.A.C. 6A:11-2.2 (b) i, ii, and iii, iv which reads:

The board of trustees of a charter school shall submit documentation annually to the Commissioner prior to the opening of school on dates specified by and in a format prescribed by the Commissioner. The documentation shall include, but is not limited to, copies of:

   i. A new lease, mortgage or title to its facility if the charter school has changed facilities;
   ii. A valid certificate of occupancy for "E" (education) use issued by the local municipal enforcing official at N.J.A.C. 5:32-2 if the charter school has changed facilities;
   iii. An annual sanitary inspection report with satisfactory rating.
   iv. An annual fire inspection certificate with "Ae" (education) code life hazard use at N.J.A.C. 5:70-4

Please be sure to submit the attached facility information form, a current lease/mortgage, a valid certification of occupancy, annual sanitary inspection report, and annual fire inspection certificate for each school facility by Friday, August 30, 2019. The documents can be submitted in Homeroom. Please be sure to upload the proper documentation into the appropriate folder.

If you have any questions, please contact Julie Bunt, Office of Charter and Renaissance Schools, at (609) 376-9083. Thank you for your cooperation.