

# Application for Permit



Montclair State University  
Office of Fire Safety  
Phone: 973-655-5401  
firesafety@mail.montclair.edu

Date Applied \_\_\_\_\_

"Permits shall be required, and obtained from the department of Fire Safety **TWO WEEKS PRIOR** for the activities specified in this section, except where they are an integral part of a process or activity by reason of which a use is required to be registered and regulated as a life hazard use. Permits shall at all times be kept in the premises designated therein and shall at all times be subject to inspection by the Fire Official." [N.J.A.C. 5:70-2.7(a)]

## EVENT DETAILS

Permits requested for the following date(s): \_\_\_\_\_ Rain Date(s): \_\_\_\_\_  
Location of Event: \_\_\_\_\_  
Permit Type: \_\_\_\_\_ Event start time: \_\_\_\_\_ Event end time: \_\_\_\_\_  
Permit Details: \_\_\_\_\_

## APPLICATION INFORMATION

Name: \_\_\_\_\_ Department/ Origination: \_\_\_\_\_ Phone: \_\_\_\_\_  
Email: \_\_\_\_\_ University Cost Center # \_\_\_\_\_ Permit Fee \$: \_\_\_\_\_

## VENDOR INFORMATION

Company Name: \_\_\_\_\_ Owner Name: \_\_\_\_\_  
Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Cell: \_\_\_\_\_

I hereby acknowledge that I have read this application, that the information given is correct, and that I am the owner, or duly authorized to act in the owner's behalf and as such hereby agree to comply with the applicable requirements of the Fire Code as well as any specific conditions imposed by the New Jersey Division of Fire Safety as well as the Director of Fire Safety of Montclair State University. *The permit charge will be processed as a PCARD transaction charged to the cost center you provided; using SC0125/ledger 60530. Your signature confirms there is sufficient budget available to cover the cost.*

Applicant Signature: \_\_\_\_\_

**For Internal Use Only; Applicants shall not write below this line.**

Permit Approved

Permit Denied

Date: \_\_\_\_\_

MSU Fire Safety Representative Signature: \_\_\_\_\_

# Fire Safety Permit Types and Fees

**This list represents the more common items for which a fire safety permit is required; please refer to the code requirements as set forth in N.J.A.C. 5:70-2.7 for any additional information.**

## **TYPE 1 PERMIT: \$54.00**

- Bonfires
- The use of a torch or flame producing device to remove paint from, or seal membrane roofs on, any roof or structure
- Tents and temporary tensioned membrane structures without appurtenance.
- The use of any open flame or flame-producing device in connection with any public gathering or cooking.
- Welding or cutting operations except where the work is performed in an approved area and is covered by a Type B life hazard use.
- The possession or use of explosives or blasting agents other than model rocketry engines
- The occasional use in any building of a multipurpose room, with a maximum permitted occupancy of 100 or more for amusement, entertainment or mercantile type purposes
- Any permanent cooking operation that requires a suppression system in accordance with N.J.A.C. 5:70-4.7(g) and is not defined as a life hazard use in accordance with N.J.A.C. 5:70-2.4 (i.e. **Mobile Food Trucks.**)

## **TYPE 2 PERMIT:214.00**

- Fumigation or thermal insecticide fogging
- Carnivals and circuses employing mobile enclosed structures used for human occupancy
- Using liquefied petroleum gas (LPG, Propane), liquefied natural gas and compressed flammable gas in containers exceeding five-pound capacity.

## **TYPE 3 PERMIT: \$427.00**

- The storage or discharge of fireworks.

## **TYPE 4 PERMIT: \$641.00**

- To store or handle (except medicines, beverages, foodstuffs, cosmetics and other common consumer items, when packaged according to commonly accepted practices).
- The storage, handling, and processing of flammable, combustible, and unstable liquids in closed containers and portable tanks in aggregate amounts of more than 660 gallons

# General Permit Requirements

*Please indicate which of the following permits the applicant is applying for by checking off the box next to the type of permit.*

**Cooking Tent Requirements:**

1. The use of membrane structures for cooking activities is restricted to freestanding canopies with no sides attached during cooking activities.
2. The cooking canopy is located no less than five (5) feet from any other canopy, tent or structure.
3. All cooking equipment to be placed under a canopy is listed for commercial use.
4. LP-Gas containers are located at the outer edge of the canopy, a minimum of five feet from the heat-producing appliance. The containers are protected to prevent tampering or damage by vehicles or other hazards. The containers are securely fastened and free of leaks. Safety relief valves are pointed away from the canopy.
5. Occupancy underneath the canopy is restricted to those persons necessary for food preparation only.
6. Portable fire extinguisher(s) 60B:C rated shall be provided for each cooking location.
7. Storage of combustible items required for food preparation or serving is limited.

**Tent Requirements:** Tent membrane shall be flame resistant as per NFPA 701. A certificate shall be provided. At least two exits shall be provided and exit openings shall remain open. Exits shall be adequately lighted at all times. Exit doorways shall be indicated with exit signs. No open flame shall be allowed in or within 20 feet of the tent structure. Fire extinguishers shall be provided and maintained on site. No smoking signs shall also be displayed.

**Haunted House Requirements:** All Decorations shall be non-combustible, or flame resistant in compliance with NFPA 701. All egress doors shall remain unlocked at all times building is occupied. When serving over 50 occupants, 44 inch aisles shall be maintained at all times. Smoking shall be prohibited. All exit signs, egress lighting, doors and hallways shall be in working order and unobstructed.

**Multi-Purpose Room Requirements:** All egress doors shall remain unlocked at all times building is occupied. When serving over 50 occupants, 44 inch aisles shall be maintained at all times. Tables or chairs shall not block these aisles. All exit signs and lighting shall be in working order. An announcement shall be made within 10 minutes of starting function, clearly stating the location of all exits.

**Open Flame Event Requirements:** For use of any open flame or flame producing device in connection with any public gathering, for the purpose of a recreational fire for boiling maple sap. Dimensions of the fire shall not exceed 3 feet in diameter, and 2 feet in height. A fire extinguisher rated at a minimum of 4-A, or other approved on-site fire-extinguishing equipment shall be available for immediate utilization. A minimum distance of 25 feet shall be kept from adjacent structures, and measures taken to eliminate spread of the fire to within 25 feet. Fuel shall consist of seasoned dry fire wood. The fire shall be constantly attended until fully extinguished.

**Overnight Stay Event Requirements:** All occupants shall be familiar with the fire safety and evacuation plan, and participate in a fire drill prior to commencing activities. Sleeping areas shall be prohibited in confined spaces. All exit signs, egress lighting, doors and hallways shall be in working order and unobstructed. Proper ADULT supervision consisting of persons over the age of 21 shall be provided.

**Vendor Cooking with an Open Flame Requirements:** For use of any open flame or flame producing device in connection with any public gathering, for the purpose of cooking food products. A fire extinguisher rated at a minimum of 2-A:20B; C shall be attached to the vendor's cart/vehicle and ready for use. Any and or all propane cylinders shall be properly secured and shall be maintained. All combustibles shall be stored away from flame producing equipment. No open flame shall be allowed in or within 20 feet of a tent structure. All equipment, which produces grease laden vapors, shall be kept clean and properly maintained.

**Welding Requirements:** All combustibles shall be removed from the area unless physically impossible. Non-combustible shields or cover from possible sparks or hot metal shall protect such combustibles. Two fire extinguishers rated at not less than 2-A:20B:C shall be kept in the area, one next to the welding operation. A fire watch shall be present at all times, and shall remain there for at least 30 minutes after welding or cutting is completed.

**Welding for Demolition Requirements:** All combustibles shall be removed from area unless physically impossible. Non-combustible shields or cover from possible sparks or hot metal shall protect such combustibles. A minimum of two fire extinguishers rated at not less than 2-A:20B:C shall be kept in the area for immediate use. A firewatcher shall be present at all times and shall remain on the job at least 30 minutes after the operation has been completed. Additional methods of fire protection shall be in use – a fire hose charged and ready for use. A signed inspection report attesting to the fact shall be filed and available for inspection by the Fire Official.

## ❑ Mobile Food Truck/ Cooking Vendor

### COOKING VENDOR GUIDELINES

- The following are minimum guidelines for each cooking vendor at festivals, carnivals, etc.
- A site plan may be required by the Fire Official prior to event.

#### **FIRE SAFETY PERMIT:**

Cooking vendor permits – a permit application shall be submitted through RIMS Online for each vendor for every event.

N.J.A.C. 5:70-2.7(a); All cooking vendors shall be required to apply for a fire safety permit through RIMS Online, issued by the NJ Division of Fire Safety. All permits shall be made available to the fire official upon inspection.

N.J.A.C. 5:70-2.9(c)1; 1E05/1L12 Type Permit Fee \$54.00-NO CASH will be accepted-vendors shall apply and pay the permit fee through RIMS Online. Permits will not be issued unless payment is made in full. This is an application processing fee and is not refundable.

N.J.A.C. 5:70-2.7(f); The fire official upon inspection may deny or revoke a permit at any time; this can be due to failure to meet the permit conditions, unabated fire code violations or unsafe conditions.

#### **FIRE EXTINGUISHER:**

All cooking vendors shall supply their own fire extinguishers.

N.J.A.C. 5:70-3, 906.2; All fire extinguishers shall comply with NFPA 10/2002. All fire extinguishers shall have a valid dated inspection tag, good of one year.

N.J.A.C. 5:70-3, 904.11.5; Class K portable fire extinguishers are required for cooking with vegetable or animal oils and fats.

N.J.A.C. 5:70-3, 904.11.5.1; Class K portable fire extinguishers are required for cooking with solid fuel.

N.J.A.C. 5:70-3, 904.11.5.2; Class K portable fire extinguishers required for deep fat fryers. (See 2006 IFC-NJ for size and quantity)

#### **PROPANE TANK:**

N.J.A.C. 5:70-3, 3003.5.3; Propane tanks shall be secured, to prevent falling over.

N.J.A.C. 5:70-3, 3801.1; Propane tanks and equipment shall comply with NFPA 58/2004.

N.J.A.C. 5:70-3, 3803.2.1; Propane tanks shall not be taken into buildings/tents, (see 2006-1 for exceptions)

#### **Mobile Canteens & Cooking Trailers:**

N.J.A.C. 5:70-4.7(g) All cooking operations that produce grease laden vapors shall be equipped with a ventilating hood, duct, and automatic fire suppression system.

N.J.A.C. 5:70-3, 904.6; Dry chemical extinguishing systems shall be maintained and inspected semi-annually as per NFPA 17/2002.

N.J.A.C. 5:70-3, 904.5; Wet chemical extinguishing systems shall be maintained and inspected semi-annually as per NFPA 17A/2002.

N.J.A.C. 5:70-3, 609.2; Excessive grease and residue buildup on kitchen exhaust systems, cleaning required.

#### **MISCELLANEOUS:**

N.J.A.C. 5:70-3, 104.3; All appliances shall be listed and labeled and approved by the fire code official. (No homemade appliances).

N.J.A.C. 5:70-3, 2403.8.2; No vehicles shall be parked within 5 feet of tents or canopies.

N.J.A.C. 5:70-3, 2404.15.3; Suitable barricades shall be provided to maintain a distance of 5 feet between the heat producing appliance and the public.

- Propane tanks between 4 and 40 lbs shall have an Overfill Protection Device for filling in NJ.
- Propane tanks shall be hydro tested every 12 years, and not dented or badly rusted.
- Regulator shall be in good condition and the relief valve shall face away from the public areas
- All plastic type protective caps shall be removed from all propane tanks before operating.
- Hoses shall not be frayed or cracked, and there shall not be any type of tape on the hose.
- Hoses shall not be covered with grease and shall not be swollen.
- Hoses shall not create a tripping hazard.
- Only approved lighter fluid shall be used for charcoal grills.
- Sterno warmers may be used provided the fuel containers are properly protected from being knocked over and if the fuel containers are properly enclosed within the warmer units.

## ❑ Fireworks Permit

### Fireworks Display Company Requirements

1. Provide total number of shells and sizes (U.S. diameter) being used.
2. Provide types and amounts of ground (set pieces) or low-level devices (cakes, candles) to be used.
3. For displays fired from barges or roof tops, provide documentation, including all calculations that the discharge area meets or exceeds the requirements of NFPA 1123 (2014 Edition) Section 6.3 Platform Sizing Requirements.
4. Indicate method in which the display will be fired. If it is an electrically-fired display, provide name of N. J. Department of Labor licensed operator. Operator must have valid license in their possession at display site.
5. Provide timetable of: delivery of fireworks to site; set-up; live load; and display time.
6. Provide Certificate of Insurance (general and auto liability) in the amount of not less than \$500,000.00. The certificate must be valid for duration of event, including rain dates.
7. The use of salutes / reports up to 5” in diameter are permitted, provided the requirements of NFPA 1123 (2014 edition) Section 4.1.7 are obeyed.
8. No display shall be fired if winds exceed 25 MPH.9. Provide the name of the lead operator who will be representing the display company.
9. . Submit a post-display report via RIMS Online within 48 hours of display.
10. Report must include the following: display information; time that the search of fallout zone was conducted and the results; any product malfunctions; and any injuries.
11. Provide a letter attesting to the understanding of all of the above requirements as well as requirements set forth in Chapter 56 of the 2015 International Fire Code – New Jersey Editions and NFPA 1123 (2014 edition), 1124 (2006 edition), and 1126 (2011 edition) and that the display will be in compliance with the same.

