



# COUNTY OF BURLINGTON

## *Department of Public Safety Fire Investigations and Inspections*

*53 Academy Drive*

*P.O. Box 6000*

*Westampton, New Jersey 08060*

*Tel: (609) 702-7185 Fax: (609) 702-7100*



## **FIRE PERMIT APPLICATION**

The Burlington County Fire Marshal's Office is dedicated to the safety of all citizens within Burlington County. As a responsible entity, you are also aware that safety must remain foremost in your efforts. We look forward to working with you to ensure safety for your patrons, customers and employees. We believe communication is the key to successful relationships, and hope that the following information, which addresses our common goal of public safety through permits and floor plan approvals, is one component of that communication.

### **Permit Application Requirements**

Signed applications and payments **MUST** be sent a minimum of 2 weeks before the event for event, permits not secured prior to the day of the event may be subject to penalty pursuant N.J.A.C 5:70-2.12, N.J.A.C. 5:70-2.12(a), and NJAC 5:70-2.13

**Site Plan Approval/Emergency Vehicle Access** specifically for events that close streets must allow for access of emergency vehicles from adjacent alleys and/or through the streets of the event site.

Listed below are examples of on-site requirements. A final determination of your exact requirements will be explained to you through this process:

- Appropriate number and type of fire extinguishers with inspection tag or purchase receipt from within the last 12 months ABC extinguisher size **MUST** be a minimum size of 2A-10B:C. A Minimum of one class K extinguisher shall be provided for each area where frying will take place.
- Combustible wall covering may not exceed 10% of any wall or egress-path. An exception is that in a protected (sprinklered) auditorium, the covering may not exceed 50%.
- No cooking is permitted under any tents.
- Cooking in food trucks and trailers **MUST** have a U.L. rated multi-gas alarm including CO.
- Gas plumbing in food trucks or trailers must be inspected annually by a certified plumber with proof.
- Extension cords shall be outdoor rated and must not be laying in an area where water may accumulate or they pose a tripping hazard.
- All booths, tents and canopies must be of approved material and be flame resistant and must have a certificate of flame resistance to accompany permit application.
- No fuel may be refilled during the event while the public is present.
- No smoking in any tent, canopy or adjacent area where hay, straw, sawdust or other combustible materials are stored. "No Smoking" signs shall be conspicuously posted.
- Only cylinders that are hooked-up for use shall be allowed at each station. All other cylinders **MUST** be secured by an approved method.
- All temporary wiring needs a permit from the construction office from township in which the event is taking place.
- All equipment shall have U.L. approval.
- All amusement rides shall have NJ approval.
- Fire permits must be on-site and in possession of the vendor either via a printed copy or electronically available.



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This form must be completed and signed by a representative of the business making the application. A Burlington County Fire Marshal's Office Permit will not be issued if this form is not completed, signed and returned with proper payment for the permit. Payment must be made by check, money order, or cash (exact change), checks or money orders shall be made out to "Burlington County Fire Marshal". **\*If this is a multiple day event a permit application and permit fee MUST be sent for each day of the event pursuant N.J.A.C 5:70-2.7(g)\***

<b>Business Name:</b>
<b>Business Address:</b>
<b>Business Representative:</b>
<b>Business Phone:</b> <b>Business Fax:</b>
<b>E-Mail:</b>
<b>Event Name:</b>
<b>Event Description:</b>
<b>Event Date (s):</b> <b>Time:</b>
<b>Event Location:</b>
<b>Number of attendee's expected:</b>

**MUST SUBMIT A NARRATIVE EXPLAINING THE DETAILS ABOUT THE EVENT. IN THE NARRATIVE YOU MUST EXPLAIN IN DETAIL ANY SPECIAL EQUIPMENT YOU WILL BE USING. BELOW ARE A FEW OTHER THINGS YOU MAY NEED TO INCLUDE IN YOUR NARRATIVE:**

**Will you be using any tents, canopies or membrane structures?**

- If so:
- How many tents will you be using?
  - What is the size or the dimensions of you tent or tents?
  - How are the tents going to be secured in place?
  - Is the tent(s) Flame retardant, and if so you must submit flame retardant certification with proper Id# for the tent being used.
  - On your diagram, you must show where your tent will be located. You must show where the exits will be located.
  - Are there any special devices being used under the tent (any cooking devices?)?
  - How many people will occupy the tent?
  - If located in a parking lot, show on your diagram where vehicle barrier protection will be located around the tent.

**Will you be using any special props, scenery, and/or decorations in you event?**

- If so:
- What are your props, scenery, and/or decorations going to be made out of?
  - How big, or what are the dimensions of the props, scenery, and or decorations you will be using?
  - Are they flame retardant? Or have they been treated to be flame retardant?
  - If treated please submit chemical spec sheet along with manufacture specifications on how to properly apply the chemical.

CONTINUED





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Please use the area below to draw a diagram of the event. In your diagram show locations of all special devices, chairs, tables, exits, property lines, fire lanes, access to fire protection devices, fire extinguisher locations, parking, stages, tents, displays, props, vendor locations, and any other items that are being used in your event. Feel free to attach multiple diagrams to this application pending on the size of the event and various locations within the building or on the property.



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I HAVE READ AND UNDERSTAND THE BURLINGTON COUNTY FIRE MARSHAL'S OFFICE SPECIAL EVENT VENDOR REQUIREMENTS. I ALSO UNDERSTAND THAT A PRE-EVENT INSPECTION MAY BE REQUIRED AND THAT IF I DO NOT COMPLY WITH THE NEW JERSEY FIRE CODE AND SPECIAL EVENT REQUIREMENTS, MY PERMIT MAY BE REVOKED WITHOUT REFUND AND PENALTIES PURSUANT THE NEW JERSEY FIRE CODE WILL BE ISSUED.

<b>Signature of Applicant:</b>	
<b>Printed name of Applicant:</b>	
<b>Phone number of Applicant:</b>	
<b>E-mail address of Applicant:</b>	

**THE BELOW BOXES ARE FOR PTO ORGANIZATIONS ONLY**

<b>Signature of Principal:</b>			
<b>Printed name of Principal:</b>			
<b>PTO contact #1 name:</b>		<b>Cell #:</b>	
<b>PTO contact #2 name:</b>		<b>Cell #:</b>	
<b>PTO contact #3 name:</b>		<b>Cell #:</b>	

*Please be sure to print this form for your records.*

*This form MUST be e-mailed to [firemarshal@co.burlington.nj.us](mailto:firemarshal@co.burlington.nj.us)*



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## GUIDE FOR COMMONLY USED PERMIT TYPES AND COST

### Type 1 (\$54.00)

- Mobile or temporary food preparation activities, where open flame or flame-producing devices or appliances are used, or grease-laden vapors are produced
- A tent, tensioned membrane structure (ex. bounce house), or canopy is greater than 900 square feet or more than 30 feet in any dimension whether it is one unit or composed of multiple units, but 16,800 square feet or less in area and 140 feet or less in any dimension, whether it is one unit or composed of multiple units.
- The temporary use of any building or portion thereof as a special amusement building for a total of not more than 15 days in a calendar year
- 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
- The use as a place of public assembly, for a total of not more than 15 days in a calendar year, of a building classified as a commercial farm building under the Uniform Construction Code
- 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
- Welding or cutting operations except where the welding or cutting is performed in areas approved for welding by the fire official and is registered as a type B life hazard use
- The use of any open flame or flame-producing device, in connection with any public gathering, for purposes of entertainment, amusement, or recreation
- Bonfires (camping style fires included)

### Type 2 (\$214.00)

- Carnivals and circuses employing mobile enclosed structures used for human occupancy
- Storage outside of buildings of LP-gas cylinders or other compressed gas containers when part of a cylinder exchange program

### Type 3 (\$427.00)

- The storage, handling, or discharging of fireworks



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**BURLINGTON COUNTY FIRE MARSHAL USE ONLY BELOW THIS LINE**

Reviewed by: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

Meeting date: \_\_\_/\_\_\_/\_\_\_, Meeting time: \_\_\_:\_\_\_, Location: \_\_\_\_\_

Application for a School PTO?    Y    N    Principal Approval?    Y    N

Does applicant or business owe any outstanding fees?    Y    N

Is the application: (Approved or Denied) Approved By: \_\_\_\_\_

Reason for Denial: \_\_\_\_\_

\_\_\_\_\_

Permits required:

Type 1: \$54.00: \_\_\_\_\_

Type 2: \$214.00: \_\_\_\_\_

Type 3: \$427.00 \_\_\_\_\_

Type 4: \$641.00 \_\_\_\_\_

Special Notes:

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