



Borough of Highlands

BUREAU OF FIRE PREVENTION

151 Navesink Avenue, Highlands, NJ 07732

732-872-1224, ext. 252

Charles Wells, Fire Official

Email Application to Fire Prevention Administration at cashier@highlandsnj.gov



APPLICATION FOR FIRE SAFETY PERMIT

The Uniform Fire Code States: "It shall be unlawful to engage in any business activity involving the handling, storage or use of hazardous substances, materials or devices, or to maintain, store or handle materials; to conduct processes which produce conditions hazardous to life or property; to install equipment used in connection with such activities; or to establish a place of assembly without first obtaining a permit from the fire official." – N.J.A.C. 5:70-2.7(a)

LOCATION INFORMATION

MUNICIPAL CODE: 1317		REGISTRATION NUMBER:	
NAME:		STREET ADDRESS:	
MUNICIPALITY: Highlands		COUNTY: Monmouth	
STATE: NJ	ZIP CODE: 07732	PHONE NUMBER:	

APPLICANT INFORMATION

NAME:		STREET ADDRESS:	
MUNICIPALITY:		COUNTY:	
STATE:	ZIP CODE:	PHONE NUMBER:	FAX NUMBER:
EMAIL ADDRESS:			

Permit requested for: ☐ The following date(s): _____ Starting time: _____ Ending time: _____
or: ☐ one year expiring on: _____

Type 1: (\$54)	Use of:	<input type="checkbox"/> Open flame or device w/training	<input type="checkbox"/> Multipurpose room
	<input type="checkbox"/> Bonfire or campfire	<input type="checkbox"/> Open flame or device w/public gathering	<input type="checkbox"/> Explosives or blasting agents
	<input type="checkbox"/> Outdoor maze	<input type="checkbox"/> Location for public assembly	<input type="checkbox"/> Cooking suppression system
	<input type="checkbox"/> Canopy or tent	<input type="checkbox"/> Location for special amusement	Storage or handling of:
	<input type="checkbox"/> Welding or cutting equipment	<input type="checkbox"/> Kiosk or display in a covered mall	<input type="checkbox"/> Class I flammable liquids
	<input type="checkbox"/> Torch or flame producing device	<input type="checkbox"/> Non-residential occupancy for over night stay	<input type="checkbox"/> Class II or IIIA combustible liquids
Type 2: (\$214)	Conduct:	<input type="checkbox"/> Special use of a covered mall building	Storage of:
	<input type="checkbox"/> Fumigation activities	<input type="checkbox"/> Bowling lane resurfacing	<input type="checkbox"/> LPG cylinders
	<input type="checkbox"/> Carnival or circus		
	Type 3: (\$427)	Use of:	Operation of:
	<input type="checkbox"/> Fireworks	<input type="checkbox"/> Ovens or Furnaces	<input type="checkbox"/> Junkyard or waste handling plant
	Type 4: (\$641)	<input type="checkbox"/> Operations involving more than 10 pounds of Magnesium per day	
	<input type="checkbox"/> Storage, handling, or processing of more than 660 gallons of flammable, combustible, or unstable liquids		
	<input type="checkbox"/> Storage or use of more than 2,000 cubic feet of flammable or 6,000 cubic feet of non-flammable compressed gas		
	<input type="checkbox"/> Production or sale of cryogenic liquids or the storage or use of more than 10 gallons of liquid oxygen, flammable cryogenic liquids or cryogenic oxidizers; or the storage of more than 500 gallons of nonflammable, non-toxic cryogenic liquids		
	<input type="checkbox"/> Storage or handling of more than 55 gallons of corrosive liquid, 500 pounds of oxidizing materials, 10 pounds of organic peroxides, 500 pounds of nitromethane, 1,000 pounds of ammonium nitrate, 1 micro curie of radium (non-contained), 1 milli curie of radium or other radiation material (contained), any radioactive material requiring a license from the NRC, or more than 10 pounds of flammable solids		

Describe activity (if storing materials give name, quantities & storage method; if using a multipurpose room give expected attendance):

Note: Attach additional sheet if space is insufficient

I hereby acknowledge that I am the owner, or duly authorized to act on the owner's behalf and as such hereby agree that the information given is correct, and agree to comply with the applicable requirements of the New Jersey Uniform Fire Code as well as any specific conditions imposed by the Fire Official, and, if not, this permit may be revoked and I will be subject to penalties as provided by law.

Applicant's Signature

Title

Date

Make check payable to: **BOROUGH OF HIGHLANDS** and mail to: **151 NAVESINK AVENUE, HIGHLANDS NJ 07732**

FOR OFFICIAL USE ONLY

Permit type: _____ ☐ Conditions Imposed ☐ Denied ☐ Approved pending payment of a \$ fee _____ Check #: _____

See reverse side for information concerning your administrative appeal rights.

ADMINISTRATIVE APPEAL RIGHTS

The owner of the premises or of the use, or an authorized agent of the owner MAY CONTEST THIS ORDER at an Administrative Hearing. The request for a hearing must be in writing within fifteen (15) days after receipt of this order and addressed to:

Request to: Monmouth County Construction Board of Appeals
P.O. Box 1255
Freehold, N.J. 07728

Copy to: Highlands Fire Prevention
151 Navesink Avenue
Highlands, NJ 07732

In accordance with N.J.A.C 5:70-2.19 an appeal shall be signed by a proper party and shall include:

- a) The date of the act, which is subject of the appeal;
- b) The name and status of the person submitting the appeal;
- c) The specific violations or other act claimed to be in error; and
- d) A concise statement of the basis for the appeal.

You are advised that only matters deemed to be CONTESTED CASES, as defined by the Administrative Procedures Act, will be scheduled for a hearing. If a hearing is scheduled, you will be notified in advance of the time and place.

EXTENSIONS:

If a specified time has been given to abate a violation, YOU MAY REQUEST AN EXTENSION OF TIME by submitting a written request to the **HOLMDEL FIRE PREVENTION BUREAU**. To be considered, the request must be made before the compliance date specified and must set forth the work accomplished, the work remaining, the reason why an extension of time is necessary and the date by which all work will be completed.

TAKE NOTICE THAT, pursuant to N.J.A.C. 5:70-2.10(d)2, an application for an extension constitutes an admission that the violation notice is factually and procedurally correct and that the violation does or did exist. In addition, the request for an extension constitutes a waiver of the right to a hearing as to those violations for which an extension is applied.

PENALTIES:

Pursuant to N.J.A.C. 5:70-2.12A, a violation of the Code is punishable by monetary penalties of not more than five thousand dollars (\$5,000) per day or each violation. Each day a violation continues it is an additional, separate violation except while an appeal is pending.

ALSO TAKE NOTICE THAT, pursuant to N.J.A.C. 5:70-2.12A, when an owner has been given notice of the existence of a violation and has not abated the violation, that owner shall, in addition to being liable to the penalty provided for by N.J.A.C 5:70-2.12, be liable to a dedicated penalty in the like amount.

A violation that is recurring justifies imposition of an immediate penalty without the necessity for an interval in which corrections can be made. A violation shall be deemed to be recurring violation if a notice has been served within two (2) years from the date that a previous notice was served and the violation, premises and responsible party are substantially the same.

Claims arising out of penalty assessments can be compromised or settled if it shall be likely to result in compliance. Moreover, no such disposition can be finalized while the violation continues to exist.

Any penalties assessed are in addition to others previously assessed. Penalties must be paid in full within thirty (30) days after an order to pay. If full payment is not made within thirty (30) days, the local enforcing agency may institute a civil penalty action by a summary proceeding under the Penalty Enforcement Law (N.J.A.C. 2A:58-10 et seq.) in the Superior Court or municipal court.

NOTICE:

If you require guidance or advice concerning your legal rights, obligations or the course of action you should follow, consult your own legal advisor.



Borough of Highlands

Bureau of Fire Prevention

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Phone: 732-872-1224, ext. 252

www.highlandsnj.gov



Fire Safety Permit Descriptions

N.J.A.C. 5:70-2.7 Permits required

[Click Here for free Access to the New Jersey Administrative Code](#)

Type 1 Permit:

- Bonfires;
- The use of a torch or flame-producing device to remove paint from, or seal membrane roofs on, any building or structure
- The occasional use of any non-residential occupancy other than Use Groups F, H, or S for group overnight stays of persons over 21 1/2 years of age, in accordance with N.J.A.C. 5:70-3, the State Fire Prevention Code, Section 408.14
- Individual portable kiosks or displays when erected in a covered mall for a period of less than 90 days, and when not covered by a Type 2 permit
- The use of any open flame or flame-producing device, in connection with any public gathering, for purposes of entertainment, amusement, or recreation
- 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 possession or use of explosives or blasting agents, other than model rocketry engines regulated under N.J.A.C. 12:194
- The use of any open flame or flame-producing device in connection with the training of non-fire service personnel in fire suppression or extinguishment procedures
- 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
- The storage or handling of class I flammable liquids in closed containers of aggregate amounts of more than 10 gallons, but not more than 660 gallons inside a building, or more than 60 gallons, but not more than 660 gallons outside a building
- The storage or handling of class II or IIIA combustible liquids in closed containers of aggregate amounts of more than 25 gallons, but not more than 660 gallons inside a building, or more than 60 gallons, but not more than 660 gallons outside a building
- 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 (**includes Food Trucks**)
- 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 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
- The erection, operation, or maintenance of any tent, tensioned membrane structure, or canopy, excluding those used for recreational camping purposes, that meets the criteria below shall require a Type 1 permit. Tents, tensioned membrane structures, or canopies greater than 16,800 square feet in area or greater than 140 feet in any dimension, whether one unit or composed of multiple units;

remaining in place for more than 180 days; used or occupied between December 1 and March 31; having a permanent anchoring system or foundation; or containing platforms or bleachers greater than 11 feet in height shall be subject to the permitting requirements of the Uniform Construction Code (N.J.A.C. 5:23-2.14)

- The tent, tensioned membrane structure, 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 tent, tensioned membrane structure, or canopy contains platforms or bleachers 11 feet or less in height
- The erection, operation, or maintenance of any outdoor combustible maze shall require a Type 1 permit if the outdoor combustible maze is less than six feet in height and does not contain electrical equipment. Outdoor combustible mazes that are six feet or greater in height or contain electrical equipment shall be subject to the permitting requirements of N.J.A.C. 5:23-2.14
 - For the purposes of applying this requirement, an outdoor combustible maze is an attraction that lacks a roof and is designed to disorient patrons, reduce vision, present barriers, or otherwise impede the flow of traffic and does not consist solely of living rooted plants such as corn stalks or trees, but includes mazes created from plants that have been cut and attached to an object to support them
 - Mazes consisting solely of living, rooted plants, such as corn stalks or trees, may be repaired using cut, replacement plants that are otherwise the same as those of which the maze is created without the need for a permit
 - No permit shall be required for mazes up to 42 inches in height created of bales of hay or straw;
- The use of any Group A-4 use, place of worship, as a shelter with a maximum permitted occupant load of 14 persons, for 14 or fewer consecutive days, for not more than 49 days in a year in accordance with Section 408.15 of the State Fire Prevention Code
- Unoccupied or vacant building or structure 2,500 square feet or more, but less than 12,000 square feet, in gross floor area

Type 2 Permit:

- Bowling lane resurfacing and bowling pin refinishing involving the use and application of flammable liquids or materials
- Fumigation or thermal insecticide fogging
- Carnivals and circuses employing mobile enclosed structures used for human occupancy
- The use of a covered mall in any of the following manners:
 - Placing or constructing temporary kiosks, display booths, concession equipment or the like in more than 25 percent of the common area of the mall
 - Temporarily using the mall as a place of assembly
 - Using open flame or flame devices
 - Displaying liquid or gas fuel powered equipment; or
 - Using liquefied petroleum gas, liquefied natural gas, or compressed flammable gas in containers exceeding five-pound capacity
- Storage outside of buildings of LP-gas cylinders or other compressed gas containers when part of a cylinder exchange program

- Unoccupied or vacant buildings or structures 12,000 square feet or more, but less than 100,000 square feet, in gross floor area
- The use of any building, or portion thereof, previously registered as a Life Hazard Use for mercantile purposes on a temporary basis. (No permit shall be required for any mercantile use registered as a Life Hazard Use)
- The storage or retail sales of sparkling devices and novelties in any temporary or permanent structure, when the pyrotechnic content exceeds 125 pounds; as defined in Section 202, and shall comply with Section 5609, and NFPA 1124

Type 3 Permit:

- Industrial processing ovens or furnaces operating at approximately atmospheric pressures and temperatures not exceeding 1,400 degrees Fahrenheit which are heated with oil or gas fuel or which contain flammable vapors from the product being processed
- Wrecking yards, junk yards, outdoor used tire storage, waste material handling plants, and outside storage of forest products not otherwise classified
- The storage, handling, or discharging of fireworks
- Unoccupied or vacant buildings or structures 100,000 square feet or more in gross floor area

Type 4 Permit:

- Storage or use at normal temperature and pressure of more than 2,000 cubic feet of flammable compressed gas or 6,000 cubic feet of nonflammable compressed gas
- The production or sale of cryogenic liquids; the storage or use of more than 10 gallons of liquid oxygen, flammable cryogenic liquids or cryogenic oxidizers; or the storage of more than 500 gallons of nonflammable, non-toxic cryogenic liquids
- 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
- To store or handle (except medicines, beverages, foodstuffs, cosmetics, and other common consumer items, when packaged according to commonly accepted practices):
 - More than 55 gallons of corrosive liquids
 - More than 500 pounds of oxidizing materials
 - More than 10 pounds of organic peroxides
 - More than 500 pounds of nitromethane
 - More than 1,000 pounds of ammonium nitrate
 - More than one microcurie of radium not contained in a sealed source
 - More than one millicurie of radium or other radiation material in a sealed source or sources
 - Any amount of radioactive material for which a specific license from the Nuclear Regulatory Commission is required
 - More than 10 pounds of flammable solids
- The melting, casting, heat treating, machining or grinding of more than 10 pounds of magnesium per working day