



## TOWNSHIP OF MORRIS

50 WOODLAND AVENUE  
PO BOX 7603  
CONVENT STATION, NEW JERSEY 07961-7603  
FAX NO. (973) 605-8363  
WWW.MORRISTWP.COM

### SPECIAL USES EVENT CHECK LIST

#### BLOCK PARTIES, CARNIVALS, COMPANY PICNICS, DANCES, FUND RAISERS, MENNEN ARENA FUNCTIONS, WEDDINGS, ETC.

1. **Letter** addressed to Mayor and Township Committee requesting permission to hold an event including type, date, hours, and location.
  - a. Send, deliver, or FAX 973-605-8363 the request one (1) month prior to the event to the attention of the Township Clerk's Office **one** month prior to the event.
2. **Tents (if used):**
  - a. Contact the Fire Department at 973-326-7463 or FAX 973-326-1728 to make an application and determine what permits may be necessary for compliancy of the requirements and approval from the Fire Department in the following areas
    1. Structural (indicate size of tent)
    2. Capacity, exiting, and emergency lighting
    3. Temporary service for electrical hook-up
  - b. **Cooking:**  
Fire Department 973-326-7463 (for permission and requirements)  
Health Department 973-326-7390 (for review and a permit if required)
3. **Liquor** - One day permit applications are available from: The State of NJ, Department of Law and Public Safety, Division of Alcoholic Beverage Control, P.O. Box 087, 140 East Front Street, Trenton, NJ 08625-0087. This form must be completed when applying for a Social Affair, Catering or Extension of Premises Permit (please follow the direction for this application for approval by the State of NJ.); application form can be obtained at: [http://www.nj.gov/oag/abc/downloads/social\\_affair\\_permit.pdf](http://www.nj.gov/oag/abc/downloads/social_affair_permit.pdf)
- 4 **Raffle** - Applications are available from the Office of the Township Clerk 973-326-7430 or you can fill out the application by going to <http://www.state.nj.us/lps/ca/lqccc/raffleapp.pdf> (please note: The Original I.D. issued by the State is required to be viewed by the Municipal Clerk's Office)
- 5 **Traffic control** - Police Department for officers assigned at a fee to the organizers of the event 973-326-7457.
6. **Fire** - Fire fighters assigned to event at a fee to the organizers of the event 973-326-7435

The following is a list of phone numbers of pertinent departments should you need to call for any further questions:

Fire Department	973-326-7435	Police Department	973-326-7457
Building Department	973-326-7445	Township Clerk	973-326-7430
Health Department	973-326-7390	Administrator's Office	973-326-7360



# TOWNSHIP OF MORRIS

20 DWYER LANE  
P.O. BOX 7603  
CONVENT STATION, NEW JERSEY 07961-7603  
**973-326-7463**  
FAX NO. (973)326-1728

# !!! NOTICE !!!

**STARTING OCTOBER 2, 2017 AND IN ACCORDANCE WITH**

**N.J.A.C. 5:70-2.9**

**FIRE SAFETY PERMITS WILL BE**

**REQUIRED FOR THE FOLLOWING LISTED WORK  
(SEE ATTACHED SHEETS).**

**THESE PERMITS WILL BE ISSUED FROM**

**FIRE HEADQUARTERS**

**LOCATED AT THE REAR OF THE WOODLAND FIRE**

**STATION ON DWYER LANE**

**SEE ATTACHED LIST FOR PERMIT INFORMATION**

# ADMINISTRATIVE APPEAL RIGHTS

YOU MAY CONTEST THESE ORDERS AT AN ADMINISTRATIVE HEARING,  
The request for a hearing must be in writing within 15 days after receipt of this order and  
addressed to:

MORRIS COUNTY CONSTRUCTION BOARD OF APPEALS  
POST OFFICE BOX 900  
MORRISTOWN, NJ 07963-0900

In accordance with the rules promulgated under the Administrative Act, (N.J.S.A. 52:14B-1 et seq. and 52:14F et seq.). An appeal request must sufficiently identify the decision or action you wish to appeal and the specific reasons forming the basis for your dispute, in order that a decision may be made as to whether your appeal constitutes a contested case.

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

You are also advised that the appeal to the Construction Board of Appeals must be accompanied by the fee of \$100.00; payable to the Morris County Construction Board of Appeals.

At a hearing, a corporation may be represented only by a licensed attorney, unless the Office of Administrative Law gives approval.

## **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 APURTENANCE**
- **THE USE OF ANY OPEN FLAME OR FLAME-PRODUCING DEVICE IN CONNECTION WITH ANY PUBLIC GATHERING**
- **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 USE OF ANY OPEN FLAME-PRODUCING DEVICE IN CONNECTION WITH TRAINING OF NON-FIRE SERVICE PERSONNEL**
- **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 1 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 COMBUSTABLE LIQUIDS ON 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 ACORDANCE WITH N.J.A.C. 5:70-4.7(G) AND IS NOT DEFINED AS A LIFE HAZARD USE IN ACORDANCE WITH N.J.A.C. 5:70-2.4**

## **TYPE 2 PERMIT \$214.00**

- **FUMIGATION OR THERMAL INSECTICIDE FOGGING**
- **CARNIVALS AND CIRCUSES EMPLOYING MOBILE ENCLOSED STRUCTURES USED FOR HUMAN OCCUPANCY**
- **USING LIQUIFIED PETROLEUM GAS (LPG, PROPANE), LIQUIFIED NATURAL GAS AND COMPRESSED FLAMMABLE GAS IN CONTAINERS EXCEEDING FIVE POUND CAPACITY**

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

- **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 PRODUCED**
- **WRECKING YARDS, JUNK YARDS, OUTDOOR USED TIRE STORAGE, WASTE MATERIAL HANDLING PLANTS, AND OUTSIDE STORAGE OF FOREST PRODUCTS NOT OTHERWISE CLASSIFIED**
- **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):**
  - 1) **MORE THAN 55 GALLONS OF CORROSIVE LIQUIDS**
  - 2) **MORE THAN 500 POUNDS OF OXIDIZING MATERIALS**
  - 3) **MORE THAN 10 POUNDS OF ORGANIC PEROXIDES**
  - 4) **MORE THAN 500 POUNDS OF NITROMETHANE**
  - 5) **MORE THAN 1,000 POUNDS OF AMMONIUM NITRATE**
  - 6) **MORE THAN ONE MICROCURIE OF RADIUM NOT CONTAINED IN A SEALED SOURCE**
  - 7) **MORE THAN ONE MILLICURIE OF RADIUM OR OTHER RADIATION MATERIAL IN A SEALED SOURCE OR SOURSES**
  - 8) **ANY AMOUNT OF RADIOACTIVE MATERIAL FOR WHICH A SPECIFIC LICENSE FROM THE NUCLEAR REGULATORY COMMISSION IS REQUIRED; OR**
  - 9) **MORE THAN 10 POUNDS OF FLAMMABLE SOLIDS**
  - 10) **THE MELTING, CASTING, HEAT TREATING, MACHINING OR GRINDING OF MORE THAN 10 POUNDS OF MAGNESIUM PER WORKING DAY**
- **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**

THIS LIST REPRESENTS THE MORE COMMON ITEMS FOR WHICH A FIRE SAFETY PERMIT IS REQUIRED, PLEASE REFER TO THE CODE REQUIREMENTS AS SETFORTH IN N.J.A.C. 5:70-2.7 FOR ANY ADDITIONAL INFORMATION



# TOWNSHIP OF MORRIS

## FIRE PREVENTION BUREAU

20 DWYER LANE

P.O. BOX 7603

CONVENT STATION, NEW JERSEY 07961-7603

PHONE (973) 326-7463

FAX NO. (973) 326-1728

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

### LOCATION INFORMATION

Name: \_\_\_\_\_ Street Address: \_\_\_\_\_

Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Area Code and Phone Number: \_\_\_\_\_

### APPLICANT INFORMATION

Applicant's Name \_\_\_\_\_ Name of Company: \_\_\_\_\_

Applicant's Home Street Address: \_\_\_\_\_

Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Area Code and Phone Number: \_\_\_\_\_

Permit requested for the following date (s) \_\_\_\_\_

Permit requested for one year – Expiration Date: \_\_\_\_\_

**NOTE: Check appropriate boxes below and then follow to back of sheet and check other information**

The above named applicant hereby requests a permit or permits to conduct the following activity at the above location and / or for the storage, occupancy, use, sale, handling or manufacturing of the following. State quantities and method for each category or material to be stored or used:

Type 1       Type 2       Type 3       Type 4

I hereby acknowledge 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, and, if not, this permit may be revoked and I will be subject to penalties as provided by law.

Applicant's Signature

Title

Date

Total Amount due for Permits applied for: \$ \_\_\_\_\_.

**Make checks payable to The Township of Morris:** Check Number: \_\_\_\_\_

**Type 1 \$54.00**

- Bonfire  Campfire  Torch/flame producing device  Open Flame/ Device w/Public Gathering
- Tent / Canopy  Air Supported Structure  Welding / Cutting  Explosives  Blasting Agent
- Use of Multi-purpose room  Temp Use of Building  Storage/Handling of Class 1 Flam Liquids
- Storage/Handling of Class 11 or 111A Combustible Liquids  Perm. Cooking Suppression System

*State quantities and method for each category or material to be stored:*

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**Type 2 \$214.00**

- Fumigation  Thermal Insecticide Fogging  Carnivals/Circuses  LPG/ Propane

*State quantities and method for each category or material to be stored:*

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**Type 3 \$427.00**

- Ovens/Furnaces  Wrecking Yards  Junk Yards  Outdoor Tire Storage
- Discharge of Fireworks

*State quantities and method for each category or material to be stored:*

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**Type 4 \$641.00**

- Store or Handle More than
  - 55 Gal of Corrosive Liquids  500 Lbs of Oxidizing Materials  10 Lbs of Organic Peroxides
  - 500 Lbs of Nitromethane  1,000 Lbs of Ammonium Nitrate  One Microcurie of Radium
  - Any Amount of Radioactive Material  10 Lbs of Flammable Solids  10 Lbs of Magnesium
- Storage, Handling of Flammable, Combustible, and Unstable liquids more than 660 Gallons

*State quantities and method for each category or material to be stored:*

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*Office Use:*

*Date Received:* \_\_\_\_\_ *Permit #'s* \_\_\_\_\_