



TOWNSHIP OF MORRIS

50 WOODLAND AVENUE
PO BOX 7603
CONVENT STATION, NEW JERSEY 07961-7603
WWW.MORRISTWP.COM

SPECIAL USES EVENT CHECKLIST

BLOCK PARTIES, CARNIVALS, COMPANY PICNICS, DANCES, FUNDRAISERS, WEDDINGS, ETC.

1. **Letter** (required) addressed to Mayor and Township Committee requesting permission to hold an event including type, date, hours, and location.
 - a. Send (attention Clerk's Dept.), deliver, email: administration@morristwp.com & clerk@morristwp.com or fax: 973-605-8363 the request one(1) month or more prior to the event
2. **Tents** (if applicable)
 - a. Contact the Fire Department at 973-326-7463 or Fax, 973-326-1728 to complete an application and determine what permits may be necessary for compliancy of the requirements and approval from the Fire Department in the following areas:
 - i. Structural (indicate size of tent)
 - ii. Capacity, exiting, and emergency lighting
 - iii. Temporary service for electrical hook-up
 - b. Cooking:
 - i. Fire Department: 973-326-7463 (for permission and requirements)
 - ii. Health Department: 973-326-7390 (for review and a permit, if required)
3. **Liquor** (if applicable)

One day permit applications are available from: The State of NJ, Department of Law and Public Safety, Division of Alcoholic Beverage Control: <https://www.njoag.gov/about/divisions-and-offices/division-of-alcoholic-beverage-control-home/licensing-bureau-applications-and-information/permits/>

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.) If you have any questions about applying for a permit, you may contact the Division at 609-984-2830.
4. **Raffle** (if applicable)

Applications are available in the Office of the Township Clerk, 973-326-7430 or you can fill out the application by going to: <https://www.njconsumeraffairs.gov/lgccc/Pages/applications.aspx> (please note: the original I.D. issued by the state is required to be viewed by the Township Clerk's Office)
5. **Traffic Control** (if applicable)

Police Department for Officers assigned at a fee to the organizers of the event, 973-326-7457

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



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6. **Fire** (if applicable)

Firefighters assigned at a fee to the organizers of the event, 973-326-7435



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FIRE PREVENTION BUREAU

Physical Location: 20 Dwyer Lane, Morristown, NJ 07960

Mailing: 50 Woodland Avenue, PO Box 7603, Convent Station, NJ 07961 (ATTN: FIRE PREVENTION BUREAU)

Phone: 973.326.7463

Fax: 973.326.1728

<https://www.morristwp.com/123/Fire>

IN ACCORDANCE WITH N.J.A.C. 5:70-2.9 *FIRE SAFETY PERMITS WILL BE REQUIRED FOR THE LISTED WORK AVAILABLE ON THE APPLICATION: <https://www.morristwp.com/139/Fire-Safety-Permits> OR SEE THE APPLICATION ATTACHED/BELOW. THESE PERMITS WILL BE ISSUED FROM FIRE HEADQUARTERS LOCATED AT THE ADDRESS LISTED ABOVE.*

You may contest these orders at an Administrative Hearing:

<https://www.morriscountynj.gov/Departments/Planning-and-Preservation/Boards-Committees/Construction-Board>

The Morris County Construction Board of Appeals was established in 1977 by the Morris County Board of Chosen Freeholders (now County Commissioners) and serves as a quasi-judicial body to hear appeals filed by owners of properties in Morris County from decisions, actions or inaction made by a municipal official.

Please see NJ State Regulations regarding the Boards jurisdiction linked below.

- [Department of Community Affairs Chapter 23A \(N.J.A.C. 5L23A\)](#)
- [Uniform Fire Code](#)

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Morris Township Fire Department

Fire Prevention Bureau
20 Dwyer Lane
P.O. BOX 7603
Convent Station, New Jersey 07961-7603
Phone (973) 326-7463

Fire Safety Permit Application

Location Information

Premises: _____ Street Address: _____
Town: _____ State: _____ Zip: _____

Applicant Information

Applicant's Name _____ Company: _____
Street Address: _____
Town: _____ State: _____ Zip: _____
Phone Number: _____
Email: _____

Permit requested for the following date(s) _____

Event start time: _____ Event end time: _____

Permits will be *processed* as received but only *issued* upon satisfactory inspection.

<i>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.</i>	
Applicant's Signature: _____	Date: _____

Make checks payable to "The Township of Morris"

Total Amount due for Permits applied for: \$ _____ Check Number: _____

Type 1 \$54.00

- Bonfires
- Torch/flame producing device to remove paint from, or seal membrane roofs
- Group overnight stays (occasional use of non-residential occupancy)
- Individual portable kiosk or displays (when erected in a covered mall)
- Open flame or flame producing device (in connection with any public gathering)
- Welding or cutting
- Explosives or blasting agents (possession or use)
- Open flame or flame producing device (in connection with training of non-fire personnel)
- Use of a multi-purpose room for amusement, entertainment, or mercantile
- Storage / handling of class I flammable liquids (> 10 gallons < 660 gallons)
- Storage / handling of class II or IIIA combustible liquids (> 25 gallons < 660 gallons)
- Any permanent cooking operations that require a suppression system
- The use as a place of assembly, of a building classified as a commercial farm
- Temporary use of any building as a special amusement building
- Tent, tensioned membrane structure, or canopy
- Outdoor combustible maze
- The use of any Group A-3 use, place of worship, as a shelter
- Unoccupied or vacant structures 2,500-12,000 sqft.
- Mobile or temporary food preparation activities

Provide details of event or quantities, method, and location of materials to be stored:

Type 2 \$214.00

- Bowling lane resurfacing
- Fumigation or thermal insecticide fogging
- Carnivals and circuses employing mobile enclosed structures used for human occupancy
- Use of a covered mall
- LP-gas or other compressed gas cylinder exchange program
- Unoccupied or vacant structures 12,000-100,000 sqft.
- The use of any building previously registered as a LHU for mercantile purposes on a temporary basis
- The storage or retail sales of sparkling devices and novelties exceeding 125 pounds

Provide details of event or quantities, method, and location of materials to be stored:

Type 3 \$427.00

- Industrial processing ovens or furnaces
- Wrecking yard, junk yards, outdoor used tire storage, waste material handling plants
- The storage, handling, or discharging of fireworks
- Unoccupied or vacant structures 100,000 sqft or more

Provide details of event or quantities, method, and location of materials to be stored:

Type 4 \$641.00

- Storage or use at normal temperature and pressure of more than 2000 cubic ft. of flammable compressed gas or 6000 cubic ft. of nonflammable compressed gas**
- Production or sale of cryogenic liquids; 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**
- Store or handle more than:**
 - 55 gallons of corrosive liquids**
 - 500 pounds of oxidizing materials**
 - 10 pounds of organic peroxides**
 - 500 pounds of nitromethane**
 - 1,000 Lbs. of ammonium nitrate**
 - 1 microcurie of radium (not contained in a sealed source)**
 - Any amount of radioactive material (for which a license from the NRC is required)**
 - 10 Lbs. of Flammable Solids**
- The melting, casting, heat treating, machining, or grinding of more than 10 pounds of Magnesium daily**

Provide details of event or quantities, method, and location of materials to be stored:
