



## 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.



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## Type 1 permit: \$54.

- I. This includes events such as bonfires or camp fires
- II. The use of a torch or flame producing device to remove paint from, or seal membrane roofs on, any roof or structure.
- III. The occasional use of any non-residential occupancy other than F, H, or S for overnight group stays of persons over 2 ½ in age, in accordance with N.J.A.C 5:70-3, the state fire prevention code, section 403.15
- IV. 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.
- V. The use of any open flame or flame-producing device in connection with any public gathering.
- VI. Welding or cutting operations except where the work is performed in an approved area and is covered by a Type B life hazard use.
- VII. The possession or use of explosives or blasting agents other than model rocketry engines.
- VIII. The use of any open flame-producing device in connection with training of non-fire service personnel.
- IX. 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.
- X. 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.
- XI. The storage or handling of Class II or III-A 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.
- XII. 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.
- XIII. 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.
- XIV. 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.
  - a. Use of a building for a longer period shall require a the issuance of a certificate of occupancy, pursuant to the Uniform Construction Code (N.J.A.C 5:23)
  - b. Permits issued pursuant to this section shall require compliance with the requirements for special amusement buildings at NJAC 5:70-4.16
- XV. The erection, operation, or maintenance of any tent, tensioned membrane structure, or canopy, excluding those used for recreational camping purposes, that meets the criteria in (a)3xv(1) or (2) 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).
  - a. 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.
  - b. The tent, tensioned membrane structure, or canopy contains platforms or bleachers 11 feet or less in height;
- XVI. 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.
  - a. 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.

- i. 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.
  - ii. No permit shall be required for mazes up to 42 inches in height created of bales of hay or straw;
- XVII. 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
- XVIII. 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: \$214**

- I. Bowling lane resurfacing and bowling pin refinishing involving the use and application of flammable liquids or materials;
- II. Fumigation or thermal insecticide fogging;
- III. Carnivals and circuses employing mobile enclosed structures used for human occupancy;
- IV. the use of a covered mall in any of the following manners:
  - a. Placing or constructing temporary kiosks, display booths, concession equipment or the like in more than 25 percent of the common area of the mall;
  - b. Temporarily using the mall as a place of assembly;
  - c. Using open flame or flame devices;
  - d. Displaying liquid or gas fuel powered equipment; or
  - e. Using liquefied petroleum gas, liquefied natural gas, or compressed flammable gas in containers exceeding five pound capacity;
- V. Storage outside of buildings of LP-gas cylinders or other compressed gas containers when part of a cylinder exchange program;
- VI. Unoccupied or vacant buildings or structures 12,000 square feet or more, but less than 100,000 square feet, in gross floor area;
- VII. The use of any building, or portion thereof, previously registered as a Life Hazard Use for mercantile purposes on a temporary basis.
  - a. Exception: No permit shall be required for any mercantile use registered as a Life Hazard Use; or
  - b. 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: \$427**

- I. 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;
- II. Wrecking yards, junk yards, outdoor used tire storage, waste material handling plants, and outside storage of forest products not otherwise classified;
- III. The storage, handling, or discharging of fireworks; or
- IV. Unoccupied or vacant buildings or structures 100,000 square feet or more in gross floor area.

**Type 4 permit: \$641**

- I. 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;
- II. 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;
- III. 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;
- IV. To store or handle (except medicines, beverages, foodstuffs, cosmetics, and other common consumer items, when packaged according to commonly accepted practices):
  - a. More than 55 gallons of corrosive liquids;
  - b. More than 500 pounds of oxidizing materials;
  - c. More than 10 pounds of organic peroxides;
  - d. More than 500 pounds of nitromethane;
  - e. More than 1,000 pounds of ammonium nitrate;
  - f. More than one microcurie of radium not contained in a sealed source;
  - g. More than one millicurie of radium or other radiation material in a sealed source or sources;
  - h. Any amount of radioactive material for which a specific license from the Nuclear Regulatory Commission is required; or
  - i. More than 10 pounds of flammable solids.
- V. The melting, casting, heat treating, machining or grinding of more than 10 pounds of magnesium per working day.



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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) \_\_\_\_\_

Event start time: \_\_\_\_\_ Event end time: \_\_\_\_\_

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 event or 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 at time of application:** Check Number: \_\_\_\_\_

**Type 1 \$54.00**

- Bonfire**  **Overnight Group stays**  **Torch/flame producing device**  **Open Flame/ Device w/Public Gathering**
- Individual kiosk/displays**  **Tent / Canopy**  **Outdoor combustible maze**  **Welding / Cutting**
- Explosives**  **Use of assembly as commercial farm building**  **Use of place of worship as shelter**
- Unoccupied or Vacant structure; 2,500-12,000sqft**  **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 event or quantities, method, and location for each category or material to be stored:*

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**Type 2 \$214.00**

- Bowling lane resurfacing**  **Fumigation**  **Thermal Insecticide Fogging**  **Carnivals/Circuses**
- Use of a covered mall**  **Storage outside of LPG or other compressed gas containers as part of exchange**
- Unoccupied or vacant structure; 12,000- 100,000sqft**
- Use of previously registered life hazard as temporary mercantile purposes**

*State event or quantities, method, and location 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**  **Unoccupied or vacant structure; greater than 100,000sqft**

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

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**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 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
- The Melting, casting, heat treating, machining or grinding 10 Lbs of Magnesium
- Storage, Handling of Flammable, Combustible, and Unstable liquids in closed containers and portable tanks more than 660 Gallons

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

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**Please make sure to include all fire safety plans or drawings that maybe required for any events.**

**Permit(s) will be issued after inspection of plans, areas of storage, and events to ensure no violations are present.**

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*Office Use:*

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