



**Princeton Department of  
Emergency & Safety Services  
Bureau of Fire Safety  
One Monument Drive  
Princeton, NJ 08540  
Tel: 609-497-7646; Fax: 609-945-6080  
www.princetonnj.gov**

**APPLICATION FOR A FIRE SAFETY PERMIT**

**OPEN FLAME IN A PLACE OF PUBLIC ASSEMBLY**

**NOTE: A SEPARATE PERMIT APPLICATION IS REQUIRED FOR EACH APPLIANCE SEPERATED FROM OTHER APPLIANCES BY MORE THAN 5 FEET  
NOTE: DOES NOT INCLUDE OPEN FLAME OR PYROTECNICS IN CONJUNCTION WITH A THEATRICAL PERFORMANCE.**

<b>APPLICANT</b>	<b>PROPERTY OWNER</b>
Name:	Name:
Address:	Address:
Telephone #	Telephone #
Facsimile #	Facsimile #
Cellular #	Cellular #

**I would like a Fire Safety Permit for (check all that apply):**

- Cooking/Food Warming with open flames
- Temporary Heat for Tent/Canopy
- Candles or similar open flames in non-LHU Assembly area
- Other (Please describe):

**EVENT INFORMATION:**

**The Open Flame/Grills/Cooking Appliances/Temporary Heating Units will be used in the following location:** (Include street address as well as description of location on property)

**The Open Flame/Grills/Cooking Appliances/Temporary Heating Units will be used for the following purpose/Event:** (Description of the event, ie – “smith wedding”)

**The Open Flame/Grills/Cooking Appliances/Temporary Heating Units will be used:**

**on/between** \_\_\_\_\_, **and**  
(date)

**between the hours of** \_\_\_\_\_ **and** \_\_\_\_\_.

**The equipment/appliances will be set up on (date & time)** \_\_\_\_\_

**OPEN FLAME/GRILLS/COOKING APPLIANCES/TEMPORARY HEATING UNITS INFORMATION:**

**For Cooking/Food Warming with open flames:**

**Number of appliances/grills:** \_\_\_\_\_

**Grill/Appliance Fuel Type:** \_\_\_\_\_ Charcoal \_\_\_\_\_ Wood \_\_\_\_\_ Propane

**If Propane, number of propane tanks:** \_\_\_\_\_ **Size of propane tanks (lbs):** \_\_\_\_\_

- **Note that propane tanks shall be kept a minimum of 5 feet from all appliances shall be protected to prevent tampering by providing a secure area a minimum of 5 feet away from cylinders and cooking appliances and not accessible to the general public, and shall be properly secured to prevent tipping or falling over.**

**For Temporary Heating in place of public assembly:**

Number of heating units: \_\_\_\_\_

Number of propane tanks: \_\_\_\_\_ Size of propane tanks (lbs): \_\_\_\_\_

- Note that propane tanks shall be kept a minimum of 5 feet from all appliances, shall be protected to prevent tampering by providing a secure area a minimum of 5 feet away from cylinders and cooking appliances and shall be properly secured to prevent tipping or falling over.

**For Candles or similar open flame in Non-LHU Assembly Area:**

Approximate number of candles or other devices: \_\_\_\_\_

- Note Candles must be securely supported on non-combustible stands and must be protected by glass globes or similar appurtenances.

**INSPECTION INFORMATION:**

Date/Time Requested for Inspection: \_\_\_\_\_

Name/contact information of inspection contact/responsible person to be present at time of inspection:

\_\_\_\_\_

**ADDITIONAL INFORMATION:**

**This application must be accompanied by the following:**

- A letter granting permission to obtain a permit from the property owner, if the applicant is not the owner of the property (sample attached).
- Payment of Type I Permit Fee (\$100), made payable to "Princeton Fire Safety".

**PLEASE NOTE:**

- **FAILURE TO BE PRESENT AT TIME INSPECTION WILL RESULT IN A DENIAL OF THE FIRE SAFETY PERMIT**
- **FAILURE TO COMPLY WITH ALL OF PERMIT CONDITIONS AT THE TIME OF INSPECTION WILL RESULT IN THE DENIAL OF THE FIRE SAFETY PERMIT.**
- **THE PERMIT MAY BE REVOKED BY THE FIRE OFFICAL OR DESIGNATED REPRESENTATIVE FOR FAILURE TO COMPLY WITH THE CONDITIONS OF ISSUANCE OR ANY VIOLATIONS OF ANY PROVISIONS OF THE NEW JERSEY FIRE CODE.**

*I hereby acknowledge that I have read this application, that the information I have given is correct, that I am the owner or am duly authorized to act in the owner's behalf, and as such hereby agree to the requirements and/or any conditions imposed by the Fire Official.*

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

**(Corporate letterhead)**

---

(Today's Date)

Princeton  
Department of Emergency & Safety Services  
Bureau of Fire Safety  
1 Monument Drive  
Princeton, NJ 08857

RE: Permission to use property for activity requiring a permit issued pursuant to N.J.A.C. 5:70-2.7-1.1 et. seq.

TO: Princeton Fire Official

Please be advised that I own or otherwise have control of real property known as:

---

(Address of property)

and furthermore that I give my consent and permission to the following person(s) or company to obtain a fire safety permit required by N.J.A.C. 5:70-2.7 et seq., for the purpose of conducting an activity or process on the above property. The authorized vendor is:

---

(Date of Event)

---

(Vendor Name – person/business name)

---

(Vendor Address)

Sincerely,

---

(Signature)

---

(Printed Name)



## **Open Flame in Place of Public Assembly Use of Grills (Charcoal or Propane) and Tent Heaters Effective 2/12/16**

In accordance with N.J.A.C. 5:70-2.7(a) 3.v., a “Type I Open Flame in Place of Public Assembly Permit” shall be obtained from the Fire Official for the use of a grill or grills, regardless of fuel type, propane powered tent heaters in connection with a public assembly, or the use of open flame device(s) in a theatrical performance. . The procedures are as follows:

### **Administrative Requirements**

- 1) Permits will not be granted unless a completed application and payment of the application fee is brought to the offices of the Department of Emergency and Safety Services during normal businesses hours, at least two (2) business days prior to the commencement of the event. (*N.J.A.C. 5:70-2.7(b)*).
- 2) For the purposes of this policy, “completed application” shall include all plans, drawings, and other information requested on the application form. If the applicant is someone other than a representative of the property owner, a letter from the property owner authorizing the applicant to perform the permitted function is required to be included with the initial application. (Sample letter attached).
- 3) A permit application will be not accepted unless the permit fee in the form of cash or check or credit card payment is provided. (*N.J.A.C. 5:70-2.7(i)*)
- 4) The permit is granted per event. (*N.J.A.C. 5:70-2.7(g)*)
- 5) A separate permit is required for each individual grill when separated from other grills by more than 5 feet horizontally.
- 6) The applicant shall specify and date/time requested for inspection on the application form. No permit will be issued until such time as an inspection is completed. (*N.J.A.C. 5:70-2.7(c)*).
- 7) The firing or use of a propane or charcoal grill prior to an inspection shall constitute a violation of the code and the operator shall be subject to penalty (*N.J.A.C. 5:70-2.12(b)7.i*).

### **Technical Requirements**

- 1) All grills shall be located a minimum of 5 feet from any building, building overhang, or tent;
- 2) LP-Gas (propane) grills shall comply with the following:
  - a. Propane cylinders are required to be at least 5 feet from any cooking appliance;
  - b. Propane cylinders shall be secured in place to prevent falling over;

- c. Propane cylinders shall be protected to prevent tampering by providing a secure area a minimum of 5 feet away from cylinders and cooking appliances.
- d. Propane cylinders shall be located in accordance with Table 3804.3 of the International Fire Code, 2006 (NJ Ed.) in respect to buildings, property lines and other propane cylinders.

**NOTE: If any portion of propane tank/appliance setup is found to be leaking, the tank shall be disconnected from the appliance and removed from use. This shall constitute a failed inspection and no permit for the setup/appliance shall be issued.**