



BOROUGH OF OAKLAND
FIRE PREVENTION BUREAU

APPLICATION FOR PERMIT
(Tents, Festivals, Carnivals, Food Trucks, etc.)

N.J.A.C. 5:70-2.7(a); Permits shall be required, and obtained from the local enforcing agency (Borough of Oakland Fire Prevention) for the activities specified in this section, except where they are an integral part of a process or activity by reason of which a use is required to be registered and regulated as a life hazard use. Permits shall at all times be kept in the premises designated therein and shall at all times be subject to inspection by the Fire Official.

Please complete application and return with appropriate permit fee payable to the Borough of Oakland. See attached sheets for permit activities, types, and fee. Please see next page for tent/canopies application if required.

Date Application Handed in: _____

Start Date for Application: _____ End Date for Application: _____

Reason for Permit: (Please circle one of the below)

Private Event or Carnival or Festival or Tent or Other: _____

Address of Activity: _____

Applicant Name/Organization Name: _____

Organization/Applicant Address: _____

****Below MUST be filled out****

**Contact Name for Inspection: _____

**Contact Number for Inspection: _____

**Contact Email for Inspection: _____

The above named applicant hereby requests permission to conduct the following activity at the above indicated location: _____

And for the keeping, storage, occupancy, sale, handling or manufacture of the following (State quantities for each category to be stored, or used and the method stored or used): _____

I hereby acknowledge that I have read this application, that the information given is correct, and that I am the owner, or duly authorized to act in the owner's behalf and as such hereby agree to comply with the applicable requirements of the fire code as well as any specific conditions imposed by the fire official.

Applicant Signature

Title

Date

****FOR OFFICE USE ONLY****

Inspection Date: _____

APPROVED or DENIED

Reason for Denial: _____

Fire Inspection Signature

Date

1 MUNICIPAL PLAZA OAKLAND, NEW JERSEY 07436

Denny Knubel – Fire Official

Phone: (201) 337-8111 Ext. 2025 Email: fireassistant@oakland-nj.com Fax: (201) 337-9212



BOROUGH OF OAKLAND
FIRE PREVENTION BUREAU

APPLICATION FOR TENT/CANOPIES PERMIT

****Application must be submitted with proper documentation that all tents/canopies, membrane structures, sidewalls, floor coverings, bunting and combustible decorative materials/effects are constructed of fire retardant materials or are properly treated as per NFPA 701.****

Date Application Handed in: _____

Start Date for Application: _____ End Date for Application: _____

Reason for Permit: (Please circle one of the below)

Private Event or Carnival or Festival or Tent or Other: _____

Address of Activity: _____

Applicant Name/Organization Name: _____

Organization/Applicant Address: _____

****Below MUST be filled out****

****Contact Name for Inspection:** _____

****Contact Number for Inspection:** _____

****Contact Email for Inspection:** _____

How many Tents: _____

Size of each tent: _____

Tent Type: _____

Tent Company (if installed): _____

Contact Number for Tent Company: _____

Email for Tent Company: _____

Will there be cooking by tent: **YES**** or **NO**

****ABSOLUTELY NO COOKING UNDER TENTS UNLESS CERTIFICATE OF FLAME RESISTANTS IS SHOWN WITH APPLICATION AND TAG IS ON TENT****

I hereby acknowledge that I have read this application, that the information given is correct, and that I am the owner, or duly authorized to act in the owner's behalf and as such hereby agree to comply with the applicable requirements of the fire code as well as any specific conditions imposed by the fire official.

Applicant Signature Title Date

****FOR OFFICE USE ONLY****

Inspection Date: _____ **APPROVED** or **DENIED**

Reason for Denial: _____

Fire Inspection Signature Date

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Types of Fire Prevention Permits

****If you are unsure if your event requires a permit you can email fireassistant@oakland-nj.org with your question. Please note that if at the time of the inspection the fire inspectors states a permit is needed an application and the fee will need to be collected at that time.**

Type 1 Permit-\$54.00

1. Bonfires
2. The use of a torch or flame-producing device to remove paint from, or seal membrane roofs on any building or structure.
3. The occasional use of any non-residential occupancy other than Use Groups F, H or S for group overnight stays of persons over 2 ½ years of age, in accordance with section F-709.0 of the Fire Prevention Code.
4. 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.
5. The use of any open flame or flame producing device in connection with any public gathering for purposes of entertainment, amusement or recreation.
6. Welding and cutting operations except where the welding and cutting is performed in areas approved for welding and is registered as a type B Life Hazard Use.
7. The possession or use of explosives or blasting agents, other than model rocketry engines regulated under N.J.A.C. 12:194.
8. 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.
9. 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.
10. 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.
11. 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.
12. Any permanent cooking operation that requires a suppression system in accordance with N.J.A.C. 5:70-2.4.
13. 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.
14. 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 or portion thereof as a special amusement building for a longer period shall require the issuance of a certificate of occupancy, pursuant to the Uniform Construction Code (N.J.A.C.5:23), for the new use.
 - b. Permits issued pursuant to this section shall require compliance with the requirements for special amusement buildings at N.J.A.C. 5:70-4.16.
15. 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 I 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 3 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.

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16. 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.

b. 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.

17. 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.

Type 2 Permit-\$214.00

1. Bowling lane resurfacing and bowling pin refinishing involving the use and application of flammable liquids or materials.

2. Fumigation or thermal insecticide fogging.

3. Carnivals and circuses employing mobile structure used for human occupancy.

4. The use of 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% of the common areas 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 fueled powered equipment or

e. Using liquefied petroleum gas, liquefied natural gas and compressed flammable gas in containers exceeding 5 pound capacity.

5. Storage outside of buildings of LP-gas cylinders with a part of a cylinder exchange program.

6. Unoccupied or vacant buildings or structures 12,000 square feet or more, but less than 100,000 square feet in gross floor area;

7. The use of any building or portion thereof, previously registered as a Life Hazard Use of mercantile purposes on a temporary basis.

a. Exception: No permit shall be required of any mercantile use registered as a Life Hazard Use.

8. 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. 4

9. Industrial processing ovens or furnaces operating at approximately atmospheric pressures and temperatures not exceeding 1,400 degrees Fahrenheit which heated with oil or gas fuel or which contain flammable vapors from the product being processed.

Type 3 Permit-\$427.00

1. Industrial processing ovens or furnaces operating at approximately atmospheric pressure and temperature not exceeding 1400 degrees Fahrenheit which are heated with oil and gas fuel or which contain flammable vapors from the product being processed.

2. Wrecking yards, junk yards, outdoor used tire storage, waste material handling plants and outside storage of forest products not otherwise classified.

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3. Unoccupied or vacant buildings or structures 100,000 square feet or more in gross floor area.
4. The storage or discharge of fireworks.

Type 4 Permit \$641.00

1. Storage or use at normal temperature and pressure or more than 2000 cubic feet of flammable compressed gas or 6000 cubic feet or non-flammable compressed gas.
2. 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 non-flammable, nontoxic, cryogenic liquids.
3. 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.
4. 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 nitro methane
 - e. More than 1000 pounds of ammonium nitrate
 - f. More than one micro curie of radium not contained in a sealed source
 - g. More than one mill curie of radium or other radiation material in a sealed source or sources
 - h. Any amount of radioactive material for which the specific license from the Nuclear Regulatory Commission is required
 - i. More than 10 pounds of flammable solids
5. The melting, casting, heating, treating, machining or grinding of more than 10 pounds of magnesium per working day.

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NJ UNIFORM FIRE CODE: TENTS/CANOPIES GUIDELINES

N.J.A.C. 5:70-2.7(a)3; All vendors with tents/canopies meeting the below, shall be required to apply for a Type 1 fire safety permit for each vendor for every event through the Franklin Lakes Fire Prevention Bureau.

- All tents/canopies greater than 900 square feet with or without side panels will require a separate permit for each. (up to 16800 square feet)
- All tents/canopies greater than 30 feet in any dimension will require a separate permit for each. (up to 140 feet)
- All tents/canopies that will remain in place for fewer than 180 days.
- All tents/canopies that are used or occupied between April 1 and November 30.
- All tents/canopies that do not have a permanent anchoring system or foundation.
- All tents/canopies that contain platforms and bleachers up to 11 feet in height.

N.J.A.C. 5:70-2.9(c)1; Type 1 Permit Fee \$54.00 will be required. Permits will not be issued unless payment is made in full. This is an application processing fee and is not refundable. An additional permit and associated fee will be required when cooking, heating, combustible/flammable liquids, or open flame is present.

N.J.A.C. 5:70-2.7(f); The fire official upon inspection may deny or revoke a permit at any time; this can be due to failure to meet the permit conditions, unabated fire code violations, unsafe conditions, or if there has been any false statement or misrepresentation as to the material fact in the application, data or plans, which the permit or approval was based. N.J.A.C. 5:70-3, 3103.6; A detailed site and floor plan for tents or membrane structures with an occupant load of 50 or more shall be provided with each application. The floor plan shall indicate details of the means of egress, seating arrangement, occupancy load, and location and type of heating and electrical equipment.

N.J.A.C. 5:70-3, 3104.12; Fire extinguishers shall be provided in/under all tents as required by section 906 and NFPA 10 with a maximum distance of travel to extinguisher being 75'. Fire extinguishers shall have a valid dated inspection tag, good for one year.

N.J.A.C. 5:70-3, 3104.2; Tents/canopies, membrane structures, sidewalls, floor coverings, bunting and combustible decorative materials/effects shall be constructed of fire retardant materials or be properly treated as per NFPA 701. Proper documentation shall be provided by the vendor.

N.J.A.C. 5:70-3, 3104.5; Combustible materials and excessive trash shall not be located within any tent or canopy (min. 20 feet clearance).

N.J.A.C. 5:70-3, 3104.7; Exposed flames: Gasoline, gas, charcoal or other cooking device or any other unapproved open flame shall not be permitted inside or located within 20 feet of the tent or canopy.

- NO cooking under tents.
- NO deep fryers shall be under tents.
- NO cooking with grease laden vapors under tents.

N.J.A.C. 5:70-3, 3103.12.6; Exit signs are required when the exit serves an occupant load of 50 or more.

N.J.A.C. 5:70-3, 3103.12.6.1; Exit signs shall be illuminated.

1. For occupant loads of 300 or less; or
2. An approved emergency system with two separate power sources, for occupant loads greater than 300.

N.J.A.C. 5:70-3, 3103.12.7; Means of egress shall be illuminated from a separate circuit or source of power. (Not less than 1 foot candle (11lux) at floor level)

N.J.A.C. 5:70-3, 3103.12.8; Means of egress, width of exits, aisles and passageways shall be maintained at all times. NJ UCC TENT PERMIT REQUIRED: Larger than 16,800 square feet in size, greater than 140 feet in any dimension, bleachers or platforms higher than 11 feet, up for more than 180 days and used between December 1 and March 31 or having a permanent anchoring system or foundation.

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NJ UNIFORM FIRE CODE: TENTS/CANOPIES GUIDELINES – CONTINUED

Guidelines for determining permit requirements for tents, tensioned membrane structures and canopies

| | UFC Permit Required, N.J.A.C. 5:70-2.7 | UCC Permit Required, N.J.A.C. 5:23-2.14 | No Permit Required |
|--|---|--|--------------------------|
| Tent, tensioned membrane structure, or canopy less 900 square feet in area or less and 30 feet or less in any dimension without platforms or bleachers | | | X |
| Tent, tensioned membrane structure, or canopy greater than 900 square feet in area or more than 30 feet in any dimension, but 16,800 square feet or less in area and 140 feet or less in any dimension, whether it is composed of one unit or multiple units | Type 1 X | | |
| Tent, tensioned membrane structure, or canopy greater than 900 square feet in area or more than 30 feet in any dimension, but 16,800 square feet or less in area and 140 feet or less in any dimension that contains platforms or bleachers 11 feet or less in height, whether it is composed of one unit or multiple units | Type 1 X | | |
| Tent, tensioned membrane structure, or canopy greater than 16,800 square feet or greater than 140 feet in any dimension | | X | |
| Tent, tensioned membrane structure, or canopy of any size remaining in place for more than 180 days | | X | |
| Tent, tensioned membrane structure, or canopy of any size used or occupied between December 1 and March 31 | | X | |
| Tent, tensioned membrane structure, or canopy of any size having a permanent anchoring system | | X | |
| Tent, tensioned membrane structure, or canopy of any size containing platforms or bleachers greater than 11 feet in height | | X | |
| Tent, tensioned membrane structure, or canopy greater than 900 square feet in area or more than 30 feet in any dimension, but 16,800 square feet or less in area and 140 feet or less in any dimension, whether it is composed of one unit or multiple units, that installs electrical equipment, electrical wiring or mechanical equipment that is supplied by other than (cord and plug) temporary wiring in accordance with the Uniform Fire Code | Type 1 X | X | |