



Borough of Milltown

Borough Clerk's Office

39 Washington Avenue | Milltown, NJ 08850

gmccarthy@milltownboro.com | (732) 828-2100 x 181

Date _____

Special Event/Temporary Food License Application

I (or we), the undersigned, do hereby make application for a license to operate a retail food establishment in the Borough of Milltown, and in the event such license is granted, I (we) agree to abide by all the provisions, rules, and regulations of the Middlesex County Health Department and the sanitary code (Chapter 4) of Milltown Borough.

Name of Establishment:	
Physical Address:	
Phone Number:	Email Address:
Manager Name:	Manager Phone:
Veh#1 license plate:	Veh#2 license plate:

Event Name:	
Event Location:	
Event Date (s):	Set up time:
Event Start time:	Event End Time:
Event Coordinator:	Event Coordinator Phone #:
Rain date(s):	

Application must be submitted a minimum of two (2) weeks prior to the event with the following:

- Proposed Menu, Layout, Satisfactory Health Inspection Report (provide copy of each)
- Special Event Food License Application Fee payable by cash or check to "Milltown Borough Clerk's Office"
- **Special event (Milltown licensed) food establishment application fee – Ten (\$10) dollars**
- **Temporary (out of town) food establishment application fee – Fifty (\$50) dollars**
- Satisfactory Middlesex County Fire Marshal Inspection Form and pay applicable fee (see attached)
- Submit all the above to the Milltown Borough Clerk's Office or application may be denied

Signature

Print Name

FOR OFFICE USE ONLY

Date Recv'd:	Fee Paid:	Payment Method:
MCHS NOTF'D:	MCFM NOTF'D:	License #:



MIDDLESEX COUNTY FIRE MARSHAL
1001 Fire Academy Drive
Sayreville, NJ 08879

Phone: 732-316-7183 Fax: 732-721-7486
E-mail: firemarshal@co.middlesex.nj.us

APPLICATION FOR SPECIAL EVENT PERMIT

APPLICANT INFORMATION

Name:	Today's Date:
E-mail:	Phone: Fax:

PARK LOCATION INFORMATION

Date of Event:	Time of Event:
Park Name:	Grove #
	Parks Household # or Reservation #
Address:	
City:	Set Up Time for Inspection:

ON SITE OR EMERGENCY CONTACT

Name of person who will be on site:	Cell Phone:
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VENDOR OR ORGANIZATION INFORMATION

Name:		
Address:		
City:	State:	ZIP Code:
Phone:	E-mail:	Fax:

ITEMS FOR PERMIT (CHECK ALL THAT APPLY)

☐ Propane	☐ Open Flame	☐ Tent
☐ Bounce House	☐ Generator	☐ Bonfire

IMPORTANT!!

ANY COOKING OPERATIONS AND/OR USE OF GENERATORS MUST HAVE A FIRE EXTINGUISHER ON SITE OR PERMIT WILL NOT BE ISSUED.

Comments or additional information:

SIGNATURES

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.

Signature of applicant:	Date:
Signature of Fire Marshal:	Date:

DO NOT WRITE BELOW THIS SPACE FOR OFFICE USE ONLY

Fee Amount:	Paid:	Check #	
Approved: ☐ YES ☐ NO	Date:	By:	Permit Type:

MIDDLESEX COUNTY FIRE MARSHAL
1001 Fire Academy Drive
Sayreville, NJ 08872
732-316-7171 (office) 732-721-7486 (fax)



Dear Applicant:

Attached is an application for required permits pursuant to the NJ Uniform Fire Code N.J.A.C. 5:70-2.7 and Middlesex County Fire Marshal Fire Safety Code 10-1811. Please fill out the enclosed application in full and return it along with the appropriate permit fee payable to *Middlesex County Fire Marshal*.

The application is a fillable form that you can type your information into and can also be printed out.

*** We also accept debit/credit card payments! (by phone or in person).**

Listed below are the required permit fees for tents, fairs, carnivals, circuses, fireworks and bonfires.

1. Tents and temporary tensioned membrane structures:
 - a. 199 Sq. Ft. or less \$25.00
 - b. 200 – 399 Sq. Ft. \$50.00
 - c. 400 – 999 Sq. Ft. \$75.00
 - d. 1,000 – 2,499 Sq. Ft. \$100.00
 - e. 2,500 – 4,999 Sq. Ft. \$150.00
 - f. 5,000 – 11,999 Sq. Ft. \$200.00
 - g. 12,000 or more \$275.00
2. Mobile enclosed structures for human occupancy (i.e. Funhouse): \$166.00
3. The occasional use of any building of a multipurpose room, with a maximum permitted occupancy of 100 or more for amusement, entertainment, or mercantile type purposes: \$42.00
4. Food Vendors:
 - a. Without propane/LPG Gas: \$25.00
 - b. With propane /LPG Gas:
 - i. 1 - 49 gallons \$50.00
 - ii. 50 – 199 gallons \$100.00
 - iii. 200 – 999 gallons \$200.00
 - iv. 1,000 – 2,000 gallons \$300.00
5. All itinerant vendors (selling or soliciting merchandise): \$25.00
6. The use of any open flame or flame (i.e. charcoal grill) producing device in connection with any public gathering for the purposes of entertainment, amusement or recreation \$42.00
7. Fireworks \$331.00
8. Bonfires \$42.00
9. Generator \$25.00
10. Bounce House \$25.00



GENERAL SAFETY

SECTION 102

102.1 GENERAL. The following provisions are general precautions to be applied to the use of all properties.

- 102.1.1.** Any dangerous or hazardous conditions that are outlined in items 1 through 10 below shall be removed or remedied in accordance with the provisions of N.J.A.C. 5:70-2.10
1. Dangerous conditions that are liable to cause or contribute to the spread of fire in or on said premises, building or structure or endanger the occupants thereof;
 2. Conditions that would interfere with the efficiency and use of any fire protection equipment;
 3. Obstruction to or on fire escapes, stairs passageways, doors or windows, liable to interfere with the egress of occupants or the operation of the fire department in case of fire;
 4. Accumulations of dust or waste material in air conditioning or ventilating systems or grease in kitchen or other exhaust ducts;
 5. Accumulations of grease on kitchen cooking equipment, or oil, grease or direct upon, under or around any mechanical equipment;
 6. Accumulations of rubbish, waste, paper, boxes, shavings or other combustible materials or excessive storage of any combustible material;
 7. Hazardous conditions arising from defective or improperly used or installed electrical wiring, equipment or appliances;
 8. Hazardous conditions arising from defective or improperly installed equipment for handling or use of combustible, explosive or otherwise hazardous materials;
 9. Dangerous or unlawful amounts of combustible, explosive or otherwise hazardous materials; or
 10. All equipment, materials, processes or operations that are in violation of the provisions and intent of this code.

FIRE PROTECTION SYSTEMS

FOOD VENDORS COOKING WITH PROPANE OR OPEN FLAME

EVERY COOKING VENDOR "MUST" HAVE A CLASS "K" EXTINGUISHER

- 901.5.1.** **Inspection, testing and maintenance.** Any installed fire detection, alarm and extinguishing systems, smoke control, smoke and heat vents whether in a permanent structure or a mobile enclosed unit shall be maintained in an operative condition at all times, and shall be replaced or repaired where defective.

Alternative Automatic Fire Extinguishing Systems

- 904.2.1.** **Commercial hood and duct systems.** Each required commercial kitchen exhaust hood and duct system required by Section 609 to have a Type I hood including mobile enclosed cooking operations shall be maintained in accordance with this code.
- 904.11.5** **Portable fire extinguishers for commercial cooking equipment.** Portable fire extinguishers shall be provided within a 30-foot (9144 mm) travel distance of commercial-type cooking equipment. Cooking equipment involving vegetable or animal oils and fats shall be protected by a Class "K" rated portable extinguisher.
- 904.11.5.1** **Portable fire extinguishers for solid fuel cooking appliances.** All solid fuel cooking appliances, whether or not under a hood, with fireboxes 5 cubic feet (0.14 m³) or less in volume shall have a minimum 2.5 gallon (9L) or two 1.5 gallon (6L) Class "K" wet-chemical portable fire extinguishers located in accordance with Section 904.11.5

- 904.11.5.2** **Class "K" portable fire extinguishers for deep fat fryers.** When hazard areas include deep fat fryers, listed Class "K" portable fire extinguishers shall be provided as follows:
1. For up to four fryers having a maximum cooking medium capacity of 80 pounds (36.3 kg) each: One Class "K" portable fire extinguisher of a minimum 1.5 gallon (6L) capacity.
 2. For every additional group of four fryers having a maximum cooking medium capacity of 80 pounds (36.3 kg) each: One additional Class "K" portable fire extinguisher of a minimum 1.5 gallon (6L) capacity shall be provided.
 3. For individual fryers exceeding 6 square feet (0.55m²) in surface area: Class "K" portable fire extinguishers shall be installed in accordance with the extinguishers shall be installed in accordance with the extinguisher manufacturer's recommendations.
- 904.11.6** **Operations and maintenance.** Commercial cooking systems, including mobile enclosed cooking operations, shall be operated and maintained in accordance with this section.
- 904.11.6.4** **Extinguishing system service.** Automatic fire-extinguishing systems shall be serviced at least every 6 months and after activation of the system. Inspection shall be by qualified individuals, and a certificate of inspection shall be forwarded to the fire code official upon completion.

TENTS, CANOPIES AND OTHER MEMBRANE STRUCTURES

- 2403.7** **Inspections.** The entire tent, air-supported, air-inflated or tensioned membrane structure system shall be inspected at regular intervals but not less than two times per permit use period, by the permittee, owner or agent to determine that the installation is maintained in accordance with this chapter.
- 2403.7.1** **Inspection Report.** When required by the fire code official, an inspection report shall be provided and shall consist of maintenance, anchors and fabric inspections.
- 2403.8.2** **Location.** Tents, canopies or membrane structures shall not be located within 5 feet (1524 mm) of lot lines, buildings, other tents, canopies or membrane structures, parked vehicles or internal combustion engines.
- 2404.6** **Smoking.** Smoking shall not be permitted in tents, canopies or membrane structures. Approved "No Smoking" signs shall be conspicuously posted in accordance with Section 310.
- 2404.7** **Open or exposed flame.** Open flame or other devices emitting flame, fire or heat or any flammable or combustible liquids, gas, charcoal or other cooking device or any other unapproved devices shall not be permitted inside or located with 20 feet (6096 mm) of the tent, canopy or membrane structures while open to the public unless approved by the fire code official.
- 2404.15.1** **Installations.** Heating or cooking equipment, tanks, piping, hoses, fittings, valves, tubing and other related components shall be installed as specified in the mechanical sub-code and the fuel gas sub-code of the Uniform Construction Code and shall be approved by the fire code official.
- 2404.15.3** **Location.** Suitable barricades shall be provided to maintain a distance of 5 feet (1524 mm) between the heat producing appliances and the public.
- 2404.15.5** **Cooking tents.** Tents where cooking is performed shall be separated from other tents, canopies or membrane structures by a minimum of 5 feet (1524 mm).
- EXCEPTIONS:**
Cooking tents shall be separated from other tents, canopies or membrane structures with an occupant load of 50 or greater by a minimum of 20 feet (6096 mm).
- 2404.16.1** **LP-gas General.** LP-gas equipment such as tanks, piping, hoses, fittings, valves, tubing and other related components shall be approved and in accordance with Chapter 38 and with the fuel gas sub-code of the Uniform Construction Code.
- 2404.16.2** **Location of Containers.** LP-gas containers shall be located outside or on the exterior perimeter of a canopy. Safety release valves shall be pointed away from the tent, canopy or membrane structure.
- 2404.16.2.1** **Containers.** LP-gas containers shall be located a minimum of 5 feet (1524 mm) from any heat producing appliance.
- 2404.16.3** **Protection and security.** Portable LP-gas containers, piping, valves and fittings which are located outside and are being used to fuel equipment inside a tent, canopy or membrane structure shall be adequately protected to prevent tampering, damage by vehicles or other hazards and shall be located in an approved location. Portable LP-gas containers shall be securely fastened in place to prevent unauthorized movement.

PROPANE STORAGE AND SAFETY

- 3807.2** **Smoking and other sources ignition.** "NO SMOKING" signs complying with Section 310 shall be posted when required by the fire code official. Smoking within 25 feet (7620 mm) of a point of transfer, while filling operations are in progress at containers or vehicles, shall be prohibited.
- 3807.5** **Container markings.** Containers of 100 pounds (45 kg) or more water capacity shall be legibly marked with a warning following by the name of the gas contained. The warning label shall read "Flammable Gas" followed by the name of the gas, such as "propane" or "Butane".
- 3807.6** **Storage area signs.** Storage areas having containers exceeding 100 pounds (45 kg) product water capacity shall be posted with adequate "NO SMOKING" and "FLAMMABLE GAS" signs marked legibly. The "FLAMMABLE GAS" and the name of the gas to indicate the contents such as "FLAMMABLE GAS-PROPANE" or "FLAMMABLE GAS-BUTANE".
- 3809.13** **Protection of containers.** Containers shall be stored with a suitable enclosure or otherwise protected against tampering. Vehicular protection shall be provided as required by the fire code official.
- 3809.14** **Alternative location and protection of storage.** Containers located outside of building shall not be located within 20 feet (6096 mm) of any exit access doors, exits, stairways or in areas normally used, or intended to be used, as a means of egress.