

DEPARTMENT OF COMMUNITY AFFAIRS
DIVISION OF FIRE SAFETY
PO BOX 809
TRENTON, NEW JERSEY 08625-0809
609-633-6132
609-633-6330 (FAX)

RIMS
Applying for a Temporary Permit
(requesting access to RIMS)



Fire Safety permit applications shall be submitted through our online Registration Inspection Manage System (RIMS).

To request access go to: <http://www.state.nj.us/dca/divisions/dfs/>



Please follow this link
for access to DCA RIMS Online

On the Non Registered Services Tab you want to select:

- Request Access to RIMS Online follow the instructions
- You will be asked to link RIMS to your MY NJ account. If you don't have a MY NJ account then you will be asked to create one
- User Group would be "Facility User"
- Certification Pin is your electronic signature
- Once completed you will log into MY NJ. Under DCA Applications you can find the hyperlink to access DCA RIMS
- Click on Apply for a Permit and follow the instructions for a temporary permit

I am attaching instructions for you to go on our RIMS Computer System to Apply for Permits:

When you get to My Workspace you must check these Boxes under Bureau of Fire Code Enforcement:

Apply for a Permit
Apply for an Annual Permit

Click OK

If Fireworks Are Involved Click On:
Submit Fireworks Post Event Report

If You Are Registering for a Carnival:
Apply for a Carnival Certification
Amend a Carnival Application

Click OK

Home > Fire Safety BFCE Public Users > Apply for Permit

Bureau of Fire Code Enforcement – Apply for a Permit

This function can be performed by owners or managers of businesses registered and inspected by the Division of Fire Safety, Bureau of Fire Code Enforcement who are registered DCA RIMS users.

- On the **My Workspace** page, click Apply for a Permit.
- After reading the instructions, click **Continue**.
- Complete the **Permit Application General Information** page.
- Click **Continue**.
- At the **Permit Application Location and Dates** page—
 - If an existing event was selected, click **Continue**.
 - If an annual or new event was selected, enter information in the fields and click **Continue**.
- At the **Permit Application Type** page—
 - Select a **Permit Type**
 - Enter the **Quantity**.
 - Click **Continue**.

Associated Business

In the **Business Selection** screen—

- If the business you want to associate with this permit **IS LISTED**—
 - Select it.
 - Click **Continue**.
 - Go to Contacts, below.
- If the business you want to associate with this permit **IS NOT LISTED**—
 - Check the box for **I do not wish to use a facility currently in my profile**.
 - Click **Create New Business**.
 - Complete the **Permit Application Business Information** screen.
 - Click **Continue**.

Contacts

Navigate the **Contacts** screens by selecting the desired contact's title in the tabs at the top or by clicking **<< Previous** or **Next >>** to move forward or back.

- On the **Contacts** screen—
 - Enter or edit information for the **Primary Business Owner**.
 - Enter or edit information for the **Preparer/Applicant**.
 - Click **Continue**.
- If you are NOT applying for a 3C03 (Fireworks Permit), go to Certify, below.
- If you **are** applying for a 3C03 (Fireworks Permit)—
 - Select a Fireworks Display Company.

If the Fireworks Display Company you are using is not listed, contact the New Jersey Department of Community Affairs, Division of Fire Safety, Bureau of Fire Code Enforcement, Permits – Carnivals/Events at 609-633-6132.

- Click **Continue**.

Terms and Conditions

- Select all of the terms and conditions check boxes.
- Click the HTML, PDF, Word, or Excel icon for each item to review, print, and/or save the terms and conditions.
- Click **Yes** to indicate that you agree to the terms and conditions.
- Click **Continue**.

Attachments

- If you don't need to upload any documents, click **Continue** and skip this step.
- To upload (attach) documents—
 - Enter the **Attachment Name** and other relevant information.
 - Click **Browse** on the **Attachment Upload** screen.
 - When the **File Upload** window opens up, select the desired document.
 - Click **Open**.
 - Click **Upload** on the **Attachment Upload** screen.
 - Repeat, as needed.
- When you have uploaded all the desired documents, click **Continue**.

Certify

- On the **Certification – Single Application – General** screen, enter your Certification **PIN**
- Click **Certify**.
- Click **Continue**.

Payment

- On the **Payment Summary** screen, select—
 - Pay with Credit Card
 - or
 - Pay with eCheck

Pay with Credit Card

- Complete the **Customer Billing Information**.
- Click **Continue**.
- Review the information you entered.
- If any of it is incorrect—
 - Click **Edit**.
 - Correct the information.
 - Click **Continue**.

- When you have verified that the information is correct, click **Continue**.
- Click **Make Payment**.
- You may print the **Payment Confirmation** page for your records.
- Click **Continue**.

Pay with eCheck

- On the **Make Payment by eCheck** screen, select **No** to answer the question, "Will the funds for the payment come from an account outside the United States?"

The State of New Jersey cannot accept electronic payments from accounts outside of the United States. Payments from foreign accounts cannot be made electronically. You must use a domestic account.

- Enter information into the fields.
- Click **Continue** when finished.
- Check the information on the **Review Payment Information** screen.
- If the information is correct, **Authorize Payment**.
- If the payment information is **not correct**—
 - Use the navigation bar on the left side of the screen to go back to either the **Payment Summary** or **eCheck Payment** screen.
 - Correct the information.
 - Click **Continue**.
- Review the **Payment Confirmation** screen.
- To print a copy for your records, click **Printer Friendly Version** at the upper right corner.
- After printing, close the screen and go back to the **RIMS Online Payment** tab.
- Click **Go to Workspace**.

You will be returned to the **My Workspace** screen, where you can scroll down and check the status of the Permit Application.

NJDCA RIMS ONLINE
Registration Inspections Management System
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PO Box 800, Trenton, NJ 08625-0800



Contact the DCA RIMS Help Desk.

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RIMS
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- 1) Log into your MyNewJersey account (<http://www.state.nj.us/>)
- 2) Click on the DCA RIMS link on the left side of the home page. It is located under the DCA Applications header
- 3) From the MY Workspace Tap, click on the Apply for a permit link
- 4) Read the Permit Instruction page and click continue
- 5) On the Permit General Info Page select Temporary, select your event from the event drop down box (if not listed, select new event and enter name), enter description of the activity you will be performing and click continue
- 6) Permit Application Location & Dates. Enter physical address and dates of where you will be conducting the activity, select continue
- 7) Select the appropriate permit type from the drop down list and the quantity. (*Note you need 1 permit for event required activity per location you are setup at). If you have multiple locations at the event, you will need multiple permits. If you have questions or are unsure of the number required, please call 609-633-6132.
- 8) Business Selection, if your business has already been registered in RIMS you may search for it, if not please click "I do not wish to use a facility currently in my profile." and click continue
- 9) Permit Application Business Information Screen, Please enter your business information
- 10) Enter Business Corporate information, (*Note there are two contacts 1) Corporate Ownership information, 2) Person requesting the permit.) Enter information for each contact and select one as the "Requestor" before clicking continue.
- 11) On the General Procedures page there is a PDF icon, please click it an review the general requirements for the type of permit(s) you have selected. Once reviewed click the check box. Click continue
- 12) If your permit requires additional documentation it will list those, if not, just click continue
- 13) Any additional documents that you may have in electronic format maybe uploaded. If none, please click continue
- 14) Certify the application by entering the PIN you received when you requested access to the RIMS system
- 15) Payment Information, please select either echeck (to pay with checking account) or credit card (note there is a minimal charge for using a credit card). Enter the requested information.



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BULLETIN: 2006-01

SUBJECT: Cooking appliances under Canopies and Tents

REFERENCE: UFC Section F-2002.2, N.J.A.C. 5:70-2.7(a)3.v.,
N.J.A.C. 5:70-4.7(g), and IFC 2003, Section 2404

ISSUE DATE: June 21, 2006

The Bureau of Fire Code Enforcement has become increasingly aware of problems associated with cooking under canopies and tents. Pursuant to fire prevention code's Chapter 20, N.J.A.C. 5:70-3.1(a)20, the current code language prohibits cooking under tents or air-supported structures.

"F-2002.2 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 air-supported structure".

A conflict has developed with this section when the application of New Jersey State Department of Health regulations by health officials has required outdoor food preparation (cooking) and serving to be conducted underneath a structure to shield the food from airborne contaminants. For temporary activities this has involved the use of membrane structures.

This bulletin includes guidance to provide for the application of the competing regulations in a coordinated and effective manner.

A second issue has been the application of State Fire Safety Code Section N.J.A.C. 5:70-4.7(g) to cooking operations that produce grease laden vapors that occur under membrane structures. The Division of Fire Safety has determined that such actions are not authorized.

The intent of the State Fire Safety Code, (Retrofit Code), is to provide for an acceptable level of life safety in buildings or structures that were not built in compliance with the New Jersey Uniform Construction Code (UCC). Primarily, application of this subchapter is to occupancies constructed prior to the effective date of the UCC with some legislated exceptions such as dormitories for suppression purposes. The scope is intended to deal with occupancies that do not meet fire protection standards enacted on January 1, 1977 or later.

Since all membrane structures are regulated by the current standards of the NJ Uniform Construction Code and/or NJ Uniform Fire Code, the Retrofit Code provisions would not be applicable. Furthermore, if the guidance to restrict such cooking activities to canopies or UCC permitted tents as provided in this bulletin is followed by fire code officials, there will not be a dangerous accumulation of grease laden vapors.

Guidance Document

Cooking appliances under Canopies and Tents

Definitions:

CANOPY. A structure, enclosure or shelter constructed of fabric or pliable materials supported by any manner, except by air or the contents it protects, and is open without sidewalls or drops on 75 percent or more of the perimeter.

TENT. A structure, enclosure or shelter constructed of fabric or pliable material supported by any manner except by air or the contents that it protects.

Purpose:

Prohibiting open flames and high-heat appliances fueled by flammable or combustible gases, liquids and solids inside or within 20 feet of a tent or membrane structure is just common sense. Fires cannot start if there is no source of ignition. This guidance document, however, gives the fire code official the ability to approve an open flame or exposed flame appliance considered to be a minimal fire hazard typical of limited cooking facilities using charcoal or LP-gas for fuel and located under a canopy that is open on at least three sides and not attached to another structure.

Approval of cooking activities under canopies may be approved based upon the following:

1. The issuance of a Type 1 Permit pursuant to N.J.A.C 5:70-2.7(a)3.v.
2. The use of membrane structures for cooking activities is restricted to free standing canopies with no sides attached during cooking activities.
Exception: Tents installed pursuant to a permit issued under the New Jersey Uniform Construction Code wherein the cooking activity was included as part of application, review and approval process.
3. A diagram is submitted that includes a floor plan showing the location of the cooking appliances and any fuel sources or supplies.
4. The cooking canopy is located no less than five feet from any other canopy, tent or structure.
5. The canopy fabric is flame resistant and the applicant has provided the Fire Official with a certification attesting the flame resistance as required by Section 2001.8 of the UFC.
6. All cooking equipment to be placed under a canopy is listed for commercial use. (example: a residential barbecue is not listed for commercial use)
7. LP-Gas containers are located at the outer edge of the canopy, a minimum of five feet from the heat-producing appliance. The containers are protected to prevent tampering or damage by vehicles or other hazards. The containers are securely fastened and free of leaks. Safety relief valves are pointed away from the canopy. (Note: Because LP Gas is heavier than air, the fire official should look at the ground in the area surrounding the container to ensure that the ground does not slope down from the container such that gas would collect in a high occupancy (assembly) area in the event of a leak.)
8. Occupancy underneath the canopy is restricted to those persons necessary for food preparation only. Food may be served from the outer edge of the canopy. Suitable barriers should be provided to maintain a distance of not less than five feet between areas accessed by the general public and the cooking equipment.
9. Portable fire extinguisher(s) are provided for each cooking location. The size and type should be determined in accordance with the fire protection requirements of the fire code and its referenced standard, NFPA 10.
10. Storage of combustible items required for food preparation or serving is limited.
11. All other applicable provisions of the NJ Uniform Fire Code are adhered to.

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Cooking Vendor, Tent & Canopy Guidelines



NJ UNIFORM FIRE CODE: COOKING VENDOR GUIDELINES

- The following are minimum guidelines for each cooking vendor at festivals, carnivals, etc.
- A site plan may be required by the Fire Official prior to event.

FIRE SAFETY PERMIT: Cooking vendor permits – a permit application shall be submitted through RIMS Online for each vendor for every event.
N.J.A.C. 5:70-2.7(a): All cooking vendors shall be required to apply for a fire safety permit through RIMS Online, issued by the NJ Division of Fire Safety. All permits shall be made available to the fire official upon inspection.
N.J.A.C. 5:70-2.9(c)1: 1E05/1L12 Type Permit Fee \$54.00-**NO CASH** will be accepted-vendors shall apply and pay the permit fee through RIMS Online. Permits will not be issued unless payment is made in full. This is an application processing fee and is not refundable.
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 or unsafe conditions.

FIRE EXTINGUISHER: All cooking vendors shall supply their own fire extinguishers.
N.J.A.C. 5:70-3, 906.2: All fire extinguishers shall be selected, installed, and maintained with NFPA 10/2013.
N.J.A.C. 5:70-3, 904.12.5: Class K portable fire extinguishers are required for cooking with vegetable or animal oils and fats.
N.J.A.C. 5:70-3, 904.12.5.1: Class K portable fire extinguishers are required for cooking with solid fuel.
N.J.A.C. 5:70-3, 904.12.5.2: Class K portable fire extinguishers required for deep fat fryers. (See IFC 2015-NJ for size and quantity)
All fire extinguishers shall have a valid dated inspection tag, good of one year.

PROPANE TANK:
N.J.A.C. 5:70-3, 5303.5.3: Propane tanks shall be secured, to prevent falling over.
N.J.A.C. 5:70-3, 6101.1: Propane tanks and equipment shall comply with NFPA 58/2014.
N.J.A.C. 5:70-3, 6103.2.1: Propane tanks shall not be taken into buildings/tents. (see 2006-1 for exceptions)

Mobile Canteens & Cooking Trailers:
N.J.A.C. 5:70-609.1: Commercial kitchen hoods including mobile enclosed units shall be maintained in accordance with the mechanical sub-code of the UCC and NFPA 96.
N.J.A.C. 5:70-4.7(g)3: All cooking operations that produce grease laden vapors shall be equipped with a ventilating hood, duct, and automatic fire suppression system.

N.J.A.C. 5:70-3, 904.6: Dry chemical extinguishing systems shall be maintained and inspected semi-annually as per NFPA 17/2013.
N.J.A.C. 5:70-3, 904.5: Wet chemical extinguishing systems shall be maintained and inspected semi-annually as per NFPA 17A/2013.
N.J.A.C. 5:70-3, 609.3.3.2: Excessive grease and residue buildup on kitchen exhaust systems, cleaning required.

MISCELLANEOUS:
N.J.A.C. 5:70-3, 104.3: All appliances shall be listed and labeled and approved by the fire code official. (No homemade appliances).
N.J.A.C. 5:70-3, 3103.8.2: No vehicles shall be parked within 5 feet of tents or canopies.
N.J.A.C. 5:70-3, 3104.15.3: Suitable barricades shall be provided to maintain a distance of 5 feet between the heat producing appliance and the public.

- Propane tanks between 4 and 40 lbs shall have an Overfill Protection Device for filling in NJ.
- Propane tanks shall be hydro tested every 12 years, and not dented or excessively rusted.
- Regulator shall be in good condition and the relief valve shall face away from the public areas.
- All plastic type protective caps shall be removed from all propane tanks before operating.
- Hoses shall not be frayed or cracked, and there shall not be any type of tape on the hose.
- Hoses shall not be covered with grease and shall not be swollen.
- Hoses shall not create a tripping hazard
- Only approved lighter fluid shall be used for charcoal grills.
- Sterno warmers may be used provided the fuel containers are properly protected from being knocked over and if the fuel containers are properly enclosed within the warmer units.

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Cooking Vendor, Tent & Canopy Guidelines



NJ UNIFORM FIRE CODE: TENTS/CANOPIES

N.J.A.C. 5:70-2.7(a): All vendors with tents/canopies meeting the below, shall be required to apply for a Type IO15 fire safety permit for each vendor for every event through RIMS Online, issued by the NJ Division of Fire Safety. All permits shall be made available to the fire official upon inspection.

- 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: IO15 Type Permit Fee \$54.00-NO CASH will be accepted-vendors shall apply and pay the permit fee through RIMS Online. Permits will not be issued unless payment is made in full. This is an application processing fee and is not refundable.

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 or unsafe conditions.

N.J.A.C. 5:70-3, 3104.12: Fire extinguishers - at least one portable fire extinguisher with a minimum 4-A rating, or two portable fire extinguishers with a minimum 2-A rating each, shall be provided in/under all tents as required by section 906.

N.J.A.C. 5:70-3, 3104.2: Tents/canopies shall be constructed of fire retardant materials or be properly treated as per NFPA 701/2010. Proper documentation shall be provided by the vendor upon inspection.

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.
- Note: See Bulletin 2006-1 for further information and exceptions.

N.J.A.C. 5:70-3, 3103.12.6: Exit signs are required when the exit serves and 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, 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 (1 flux) 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.

- Interior finish, decorative materials and furnishings shall comply with Chapter 8.
- Occupant Load and Number of Exits shall be approved by the NJ Division of Fire Safety.

NJ UCC TENT PERMIT REQUIRED:

Larger than 16800 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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PUBLIC FIREWORKS PERMIT INFORMATION

MUNICIPAL/SPONSOR REQUIREMENTS

- 1. A permit application shall be submitted through RIMS Online. A permit shall be required for each fireworks display.
- 2. Provide detailed plan for display area, showing all of the following: location of discharge area; location of mortars, low level devices, and set pieces, dimension of fallout zone; distance to audience, parking lots, and buildings.
- 3. Provide a letter of intent from the sponsor, including the: date, time, location, and approval to conduct the display.
- 4. Provide a municipal resolution approving discharge of fireworks.
- 5. Provide letter to municipal fire department requesting standby for display and a response from municipal fire department agreeing that coverage will be provided.
- 6. Provide documentation that the Coast Guard and/or New Jersey State Police Marine Divisions have been notified and approved the display, *(if applicable)*. In order to receive the display permit, any conditions imposed by either agency must be obeyed. Provide copies of all documentation issued by either agency.
- 7. Provide documentation that the Federal Aviation Administration (FAA) has been notified and approved the display. Any conditions imposed by the FAA must be obeyed in order to receive the display permit. Provide copies of all documentation issued.
- 8. Provide documentation from all property and building owners within the discharge and fallout zones that they have granted permission for the display to be held on their property or to have their buildings within the discharge or fallout zone, *(if applicable)*.
- 9. It is understood that the display shall comply with all the requirements as set forth in Chapter 56 of the 2015 International Fire Code – New Jersey Edition and NFPA 1123 (2014 edition) and 1126 (2011 edition).

Town/Sponsor Signature

Date

ALL REQUIRED INFORMATION AND PAYMENT MUST BE SUBMITTED THROUGH RIMS ONLINE. THE PERMIT APPLICATION MUST BE SUBMITTED AT LEAST 15 DAYS PRIOR TO THE DISPLAY. FAILURE TO PROVIDE ALL REQUIRED INFORMATION WILL RESULT IN DELAYS WHICH COULD AFFECT THE PROCESSING/ISSUANCE OF THE PERMIT.

SHOULD YOU HAVE ANY QUESTIONS OR NEED ASSISTANCE FILLING OUT THE APPLICATION ONLINE, PLEASE CALL (609) 633-6132.

DISPLAY COMPANY REQUIREMENTS ARE ON PAGE 2 OF THIS FORM.

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DISPLAY COMPANY REQUIREMENTS

- 1. Provide total number of shells and sizes (U.S. diameter) being used.
- 2. Provide types and amounts of ground (set pieces) or low-level devices (cakes, candles) to be used.
- 3. For displays fired from barges or roof tops, provide documentation, including all calculations that the discharge area meets or exceeds the requirements of NFPA 1123 (2014 Edition) Section 6.3 Platform Sizing Requirements
- 4. Indicate method in which the display will be fired. If it is an electrically-fired display, provide name of N. J. Department of Labor licensed operator. Operator must have valid license in their possession at display site.
- 5. Provide timetable of: delivery of fireworks to site; set-up; live load; and display time.
- 6. Provide Certificate of Insurance (general and auto liability) in the amount of not less than \$500,000.00. The certificate must be valid for duration of event, including rain dates.
- 7. The use of salutes / reports up to 5" in diameter are permitted, provided the requirements of NFPA 1123 (2014 edition) Section 4.1.7 are obeyed.
- 8. No display shall be fired if winds exceed 25 MPH.
- 9. Provide the name of the lead operator who will be representing the display company.
- 10. Submit a post-display report via RIMS Online within 48 hours of display. Report must include the following: display information; time that the search of fallout zone was conducted and the results; any product malfunctions; and any injuries.
- 11. Provide a letter attesting to the understanding of all of the above requirements as well as requirements set forth in Chapter 56 of the 2015 International Fire Code – New Jersey Editions and NFPA 1123 (2014 edition), 1124 (2006 edition), and 1126 (2011 edition) and that the display will be in compliance with the same.

Display Company Representative Date

ALL REQUIRED INFORMATION MUST BE SUBMITTED THROUGH RIMS ONLINE WITH THE PERMIT APPLICATION. FAILURE TO PROVIDE THE REQUIRED INFORMATION WILL RESULT IN DELAYS WHICH COULD AFFECT THE PROCESSING OF THE PERMIT. SPECIFIC CODE SECTIONS FROM THE 2015 INTERNATIONAL FIRE CODE NEW JERSEY EDITION MAY BE VIEWED BY GOING TO THE FOLLOWING WEBSITE:

<https://codes.iccsafe.org/public/document/details/toe/1172>

MUNICIPAL/SPONSOR REQUIREMENTS ARE ON PAGE 1 OF THIS FORM.