

TOWNSHIP OF LAWRENCE
DEPARTMENT OF COMMUNITY DEVELOPMENT

Division of Code Enforcement

Fire Marshal's Office
2207 Lawrenceville Road
Lawrenceville, NJ 08648
PHONE: (609) 844-7018
FAX: (609) 844-0282

To All Lawrence Township Businesses:

This is your notice with regard to the Annual Fire Registration, under which the Uniform Fire Safety Code requires you to be registered. Due to the establishment of the Fire Inspection Program, the Township Commercial Business License has been eliminated and replaced with the Fire Code Registration. This is MANDATORY, to be renewed on an annual basis, otherwise, you may be subject to fines.

As you may know, the State of New Jersey enacted a statewide Uniform Fire Safety Code. This code applies to all structures, EXCEPT one and two family dwellings. It establishes the minimum standards for fire safety and establishes registration fees, permit fees and penalties for enforcement procedures.

Please complete the attached application forms and return them to the Lawrence Township Code Enforcement/Fire Prevention Office at the above address, along with a check or money order for the appropriate fee amount within thirty (30) days.

This year's fee schedule, as adopted by Ordinance No. 2079-11, is based on the square footage of the business premises, as follows:

Under 500 square feet	\$75.00
501 – 999 square feet	\$105.00
1,000 – 4,999 square feet	\$145.00
5,000 – 9,999 square feet	\$180.00
10,000 – 15,000 square feet	\$200.00
15,001 – 20,000 square feet	\$285.00
20,001 – 30,000 square feet	\$395.00
Over 30,000 square feet	\$620.00

In addition, the New Jersey Uniform Fire Safety Code provides for permits for certain activities or processes done on a daily basis. Attached you will find a Permit Survey Form; if any of the activities or processes apply to your business, you MUST indicate the appropriate type of permit on the application and apply the corresponding fee (in addition to the square footage fees). If you should have a question as to whether the permit applies to your business, please contact our office so that we may assist you in this determination. Permit fees are as follows:

Type I	\$42.00/year
Type II	\$166.00/year
Type III	\$331.00/year
Type IV	\$497.00/year
Type V (AIRPORTS ONLY)	\$1,380.00/year

Once this is completed, total the amount of fees and submit the appropriate fee, along with the completed application. **NOTE:** If any part of the last page of the application applies to your business (LIFE HAZARD USE), then you must disregard registering your business with the Township of Lawrence; but you must still fill out the Bureau of Fire Prevention Application and Life Hazard Use Application and mail them BOTH back to the Fire Prevention Office. We will register your business accordingly with the State of New Jersey, Division of Fire Safety, who will then bill you through their office.

If you should have any questions concerning this matter, please contact the Fire Prevention Office at (609) 844-7018.

**TOWNSHIP OF LAWRENCE
BUREAU OF FIRE PREVENTION
ANNUAL FIRE REGISTRATION APPLICATION**

Business Name : _____

Business Address: _____

Business Phone #: _____

I. OWNERSHIP INFORMATION

1. Name of Business Owner: _____

2. Home Address of Business Owner: _____

3. Phone # of Business Owner: _____

4. Name of Property Owner: _____

5. Address of Property Owner: _____

6. Phone # of Property Owner: _____

7. Officers of Business: (If Applicable)
NAME

ADDRESS

II. BUSINESS INFORMATION

1. Type of Business: _____

2. Fire Insurance Carrier: _____

Policy Number: _____ Policy Amount: _____

3. Number of Employees: Full Time _____ Part Time _____

4. Floor Area of Business: _____ Square Feet

III. EMERGENCY INFORMATION

This information will be kept on file with the Police Dispatcher and the Emergency Management Office in the event of a problem at your business after hours. Please list at least two names, preferably those with keys and close enough to come out if needed by police or fire officials.

NAME _____ TELEPHONE NUMBER _____

NAME _____ TELEPHONE NUMBER _____

NAME _____ TELEPHONE NUMBER _____

**TOWNSHIP OF LAWRENCE
BUREAU OF FIRE PREVENTION
ANNUAL FIRE REGISTRATION APPLICATION**

PART IV: Hazardous Materials Inventory (if applicable)

Please list below any hazardous or toxic substances which are stored, manufactured, or utilized by your business. If you need more space, or have a listing of your own, please submit along with this form.

	MATERIAL NAME	QUANTITY	WHERE STORED
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____
8.	_____	_____	_____
10.	_____	_____	_____

PART V: Alarm Information

Is the property alarmed? Yes / No Type of alarm system: Burglar _____ Fire _____ Other _____ (Please Specify)

If your business has an alarm system you must complete the attached Alarm System Registration Permit application. There is a one-time fee of \$30.00 that must accompany the application. Please note that this fee is separate from the business registration fee.

****Each business in Lawrence Township is required to complete an annual fire registration application and pay a registration fee. Invoices to renew the registration are mailed out in January and due by March 31. Registration fees are not prorated and must be paid in full each year.**

I hereby certify that the statements made by me on this application are true, complete, and correct to the best of my knowledge, and are made in good faith.

_____ SIGNATURE _____ NAME _____ DATE

Office Use Only

Registration Number:	Date Paid:	Amount Paid:	Check # _____ Visa / Mastercard Cash Receipt # _____
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**TOWNSHIP OF LAWRENCE
FIRE PREVENTION BUREAU
PERMIT SURVEY**

BUSINESS NAME:
ADDRESS:
TELEPHONE #:

TYPE I PERMITS

1. _____ Bonfires
2. _____ Torch to remove paint
3. _____ Tents exceeding 1200 sq. ft.
4. _____ Individual portable kiosks erected in a covered mall for less than 90 days
5. _____ Open flame in public assembly
6. _____ Welding and cutting
7. _____ Fireworks, explosives, blasting caps
8. _____ Helistops
9. _____ Occasional use for assembly

TYPE II PERMITS

1. _____ Bowling Lane refinishing
2. _____ Fumigation or fogging
3. _____ Membrane covered, air supported structure
4. _____ Carnivals, circus
5. _____ Use of covered mall for:
 - _____ Kiosks, display booth in more than 25% of common area
 - _____ Temporary place of assembly
 - _____ Open flame
 - _____ Display of liquid/gas equipment
 - _____ LPG/LNE in 5lb. containers

TYPE III PERMITS

1. _____ Industrial furnaces gas/oil not exceeding 1400°
2. _____ Wrecking yard or junk yard
3. _____ Storage or discharge of fireworks

TYPE IV PERMITS

1. _____ Storage/use of 2,000 cu. ft. of flammable compressed gas
2. _____ Production or sale of Cryogenic liquids or storage or use of more than 10 gallons of LOX or flammable Cryogenes

TYPE IV PERMITS (CONT'D)

3. _____ Storage/handling of flammable liquids in closed containers/tanks.
4. _____ Install/remove tank
5. _____ Class I liquids in excess of 5 gal. in dwelling
6. _____ Storage/use of Class II or III liquids, 25 gal. in building.
7. _____ Storage of flammable/combustible liquids in tank.
8. _____ Manufacturing, processing or refining
9. _____ Storage or handing of the following:
 - _____ 55 gal. of corrosives
 - _____ 500 lb. oxidizers
 - _____ 10 lb. organic peroxides
 - _____ 500 lb. nitromethane
 - _____ 1,000 lb. ammonium nitrate
 - _____ 1 millicurie of radium not sealed in source.
 - _____ Dry amount of radioactive material licensed by NRC.
 - _____ 10 lb. flammable solids
10. _____ Installation of LPG or LNG 2,000 gallons individual or 4,000 gallons aggregate.
11. _____ Storage/use of 10 lb. of magnesium
12. _____ Heliports

TYPE V PERMITS

1. _____ Airports

Owners/Occupant Certification:

I certify that the activities listed above are conducted at my premises.

SIGNATURE

DATE

Time/Date of Survey	Name of Inspector	Signature of Inspector
Inspection Number	Staff Review	Records

**TOWNSHIP OF LAWRENCE
FIRE PREVENTION BUREAU
LIFE HAZARD USE SURVEY**

**BUSINESS NAME:
ADDRESS:
TELEPHONE #**

TYPE A LIFE HAZARDS

1. _____ Service stations, repair, fueling
2. _____ Daycare center, day nurseries
3. _____ Hotels, motels, 2 stories w. interior egress
4. _____ Rooming, boarding homes, group homes, residential nursing homes.
5. _____ Eating/drinking establishment (more than 50)
6. _____ Eating establishment more than 50, less than 200
7. _____ Eating/drinking establishment (more than 50)
8. _____ Above ground storage of flammable or combustible (greater than 660, less than 50,000)
9. _____ Dry cleaning with Non-flammable solvents

TYPE B LIFE HAZARDS

1. _____ High rise
2. _____ Prisons, other restraint facilities
3. _____ Institutions, including outpatient, dialysis, alcohol treatment, abortion centers.
4. _____ Movie theatres, no stage
5. _____ Eating/drinking, more than 50, less than 200
6. _____ Eating/drinking more than 200
7. _____ Mercantile greater than 12, 000 sq. ft.
8. _____ Hotels, 4 stores or 100 rooms interior egress
9. _____ Windowless space, 50 or more, non-compliant

I concur that these activities take place at my premises:

OWNER/OCCUPANT

DATE

INSPECTOR'S SIGNATURE:

UCC USE GROUP

RECORDS

TYPE B LIFE HAZARDS (CONT'D)

10. _____ Assemblies more than 100; museums, lecture halls, art galleries, recreation centers
 11. _____ Spraying with flammables, combustibles
 12. _____ Industrial processes:
 - _____ Explosive dusts
 - _____ Crop ripening
 - _____ Lumber yards w/more than 100,000 ft.
 - _____ Tire recapping, rebuilding
 - _____ Organic coating manufacturer/producing 1 gallon or more per day
 - _____ Manufacturer of cellose nitrate plastics
 - _____ Handling of 100 cubic feet of loose combustible vegetable animal fibers
 - _____ Manufacturing of matches, explosives
 - _____ Processing of flammable, combustible liquids
 - _____ Welding/cutting, except Class I permit
 13. _____ Storage of the following:
 - _____ 2500 cu. ft. packing cases, boxes, barrels
 - _____ 2500 cu. ft. tires, cotton, rubber, cork
 - _____ 25 lbs. cellulose nitrate plastic
 - _____ 100 cu. ft. combustible vegetable, animal fibers
 - _____ 25 cases of matches
 - _____ Explosives, blasting agents
 - _____ 50,000 gallons flammable / combustible liquids above ground
 14. _____ Dry cleaning with flammable solvents
 15. _____ Atriums 12, 000 sq. ft., 3 stories
- TYPE C LIFE HAZARDS**
1. _____ Theatres with stage, access, seating
 2. _____ Night clubs, 200 or more
 3. _____ Amusement (funhouses, haunted houses, etc.)
 4. _____ Institutional, hospital, nursing homes

TOWNSHIP OF LAWRENCE
P.O. BOX 6006
LAWRENCEVILLE, NEW JERSEY 08648
PHONE 609-844-7018

ALARM SYSTEM REGISTRATION PERMIT

CONTROL # _____	DATE: _____	PERMIT FEE: \$30.00 cash _____ check # _____	
		Update: No Charge _____	Rec'd by: _____

PLEASE COMPLETE ALL SECTIONS BELOW:

BUSINESS **RESIDENCE**

Name (if business, enter business name) _____

Address _____

City, State, Zip _____ Phone _____

Business Owner _____ Business Contact Person _____

Address _____ Phone _____

***Resident or Person Responsible to Remit Penalty Fee:**

Name _____ Signature _____

LOCATION TYPE: (check one) Assembly Bank Commercial Government Building Residence School

TYPE OF ALARM SYSTEM: Burglar (B) Medical (M) Temperature (T) Holdup (H)
(check all that apply) Fire (F) High Water (O) Panic (P) Fire Waterflow/Sprinkler (W)

Location of Annunciator Panel /Key Pad _____

Alarm Service Company _____ Phone _____

Monitoring Company (if different) _____ Phone _____

EMERGENCY CONTACT PERSONS:		KEYHOLDER	
		Yes	No
1) Name _____	Phone _____	<input type="checkbox"/>	<input type="checkbox"/>
2) Name _____	Phone _____	<input type="checkbox"/>	<input type="checkbox"/>
3) Name _____	Phone _____	<input type="checkbox"/>	<input type="checkbox"/>

FIRE/THEFT INSURANCE CARRIER _____

Address _____

City _____ State _____ Zip _____

Phone _____ Policy No. _____

MISCELLANEOUS: Hazardous Materials Stored: Yes No Firearms on Premises: Yes No
Guard Dog on Duty: Yes No Dog(s) on Premises: Yes No

ALL INFORMATION CONTAINED ON APPLICATION IS CONFIDENTIAL

PLEASE MAKE SURE THAT APPLICATION IS SIGNED AND FEE OF \$30.00 IS ENCLOSED WITH APPLICATION.