

TOWNSHIP OF LAWRENCE

Fire Marshal's Office

Edward Tencza, Fire Marshal

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

- A. **Billing dates, penalties.** Billing for the basic inspection fees will take place in January of each year. Fees are due to the township by January 31 of the same year.
- B. **Each business must register separately with the township.** Individual leased spaces and buildings of a complex shall be billed separately.

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	\$54.00
Type II	\$214.00
Type III	\$427.00
Type IV	\$641.00

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 Marshal's 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
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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.	_____	_____	_____

****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 within thirty (30) days. 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