

# HUNTERDON COUNTY DIVISION OF PARKS & RECREATION

DEPARTMENT OF PLANNING AND LAND USE

Mailing Address: PO Box 2900, Flemington, NJ 08822-2900

Office Location: 1020 State Highway 31, Lebanon, NJ

Telephone (908) 782-1158 Fax (908) 806-4057

E-mail: [parks@co.hunterdon.nj.us](mailto:parks@co.hunterdon.nj.us)

[www.co.hunterdon.nj.us/depts/parks/parks.htm](http://www.co.hunterdon.nj.us/depts/parks/parks.htm)



---

## FIRE PERMIT APPLICATION/OUTDOOR FESTIVALS/SPECIAL EVENTS

The purpose of these guidelines is to familiarize event promoters, sponsors, and vendors with information about outdoor festivals/special events/general fire safety regulations that are enforced by the Hunterdon County Division of Public Safety, County Fire Safety Official office. The office is committed to promoting public safety and assisting all parties involved to provide a level of service that will insure a safe and successful event.

A team is a group of people working together toward a common goal. How well the team performs depends not only on the willingness and effort of the individual participants (Event sponsor, Special Events personnel, and vendors), but also upon their understanding of their responsibilities. All cooking booths will apply for and return a Fire Safety Permit from the Hunterdon County Division of Parks & Recreation, two (2) weeks prior to events.

### **Definitions:**

**Cooking Booths** are booths where food is being prepared by a heating or cooking process such as but not limited to grilling, frying, barbecuing, flambéing, deep fat frying, baking, warming, and boiling.

**Vendor Booths** include all booths except cooking booths.

### **COOKING BOOTH CONSTRUCTION & LOCATION:**

1. All fabrics or membranes covering booths must be certified flame retardant or treated with a fire retardant paint or spray.
2. Decorative materials must be inherently fire resistive, or must be treated with fire retardant paint or spray.
3. Flooring material used within a cooking booth and under cooking equipment shall be non-combustible or fire-retardant treated.  
**EXCEPTION:** 3/8" plywood or similar material.
4. Each cooking booth shall have at least one exit way, minimum three feet wide, six feet, and eight inches high (3' wide x 6'8" in height). Booth frame shall not intersect exit path.

### **COOKING EQUIPMENT:**

1. All interior cooking equipment shall be of an approved type and open flame cooking shall be a minimum of 18" from booth back/side drop materials.
2. Coleman stoves or equivalent may be used only with approved fuel.
  - Do not add liquid fuel to stoves in booth.
  - Maximum of two gallons of fuel capacity on each appliance.
  - No additional storage inside.
  - **DO NOT USE KEROSENE OR GASOLINE.**
  - **Storage of fuel is NOT allowed in booth.**
3. Butane or Propane equipment:
  - Cooking appliances must have an on-off valve and be far enough away to be shut off in case of fire.

- Shut off valves must be provided at each fuel source.
- Hoses must be of a type approved for use with this equipment.
- Tank must be protected from damage and *secured* in an *upright* position.
- No storage of extra butane or propane tanks in booth.
- Tanks not in use must be turned **OFF**.
- Maximum quantity for use inside booths is ten gallons.
- Responsible party shall have soapy water in a container for testing connections.
- Unused fuel cylinders shall be stored in a secured position.
- Max. outside storage is 10 gallons.

**Note: Specialized cooking equipment, used outside of the booth, may have larger tanks when approved by the authority having jurisdiction.**

### **CHARCOAL COOKING:**

1. Use only an electric starter or commercial sold lighter fluid.
2. Charcoal cooking and storage of lighter fluid is prohibited inside booths.
3. Charcoal cooking shall be located a minimum of (10') ten feet away from booths and in areas away from public access.
4. Charcoal cooking shall be (10') ten feet away from combustible structures and parked vehicles.
5. Coals shall be disposed of in metal containers approved by the authority having jurisdiction.

### **DEEP FAT FRYING/OPEN FLAME COOKING:**

1. Deep fat frying is defined as any cooking operation or process whereby the product floats or is submerged in hot oil during the cooking process.
2. Deep fat frying, flambé, or open flame cooking operations shall be located outside the booth and no closer than eighteen inches (18") away from any combustible material.
3. The cook area shall not be accessible by the general public.
4. Deep fat frying equipment must be equipped with a temperature regulating device or other method of regulation temperatures approved by the authority having jurisdiction.
5. Separation shall be maintained with a minimum of three feet (3') clearance between deep fat frying and flambé or open flame cooking.

### **FIRE EXTINGUISHERS:**

1. Each cooking booth shall be equipped with a fire extinguisher with a minimum rating of **2A:10B:C**. Booths equipped with deep fat fryers shall have a **CLASS K** extinguisher.
2. For vendor booths, the maximum travel distance to a fire extinguisher with a minimum rating of **2A:10B:C** shall not exceed seventy-five feet (75').
3. Fire extinguishers shall be mounted adjacent to the exit and must be visible and accessible.
4. Fire extinguishers shall be serviced annually and be tagged accordingly.
5. Each generator shall be provided with a fire extinguisher with a minimum **40B:C** rating. The extinguisher shall be located near the generator and accessible at all times.

### **ELECTRICAL POWER:**

1. Generators shall be placed in approved locations for festival use.
2. During approved refueling times, no smoking or open flames are allowed within twenty-five feet (25').
3. Extension cords shall be of grounded type and approved for exterior use.

### **VENDOR'S RESPONSIBILITIES:**

1. Vendors shall coordinate with the event sponsor for loading in and loading out of the event.
2. The fire lanes shall be kept clear at all times after the allotted time given.
3. Food vendors shall familiarize themselves with the regulations contained in Portable Exterior Cooking Booths.
4. Vendors shall comply with all fire safety requirements at all times while participating in outdoor special events.

**5. Vendors shall be ready for a fire inspection on the morning of the event or at any time throughout the day.**

- Fuel tanks shall be of adequate capacity to permit uninterrupted operation during normal operating hours. Refueling shall be conducted only when the ride is not in use.
- Internal combustion power sources shall be isolated from contact with the public by physical guards, fencing, or enclosure.
- Fuel powered equipment (generators) shall be a minimum of twenty-five feet (25') from any booth and/or other surrounding booths.
- Fuel powered sources shall be isolated from contact with the public by either physical guards, fencing or enclosures.

**FIRE SAFETY TIPS:**

1. Know where the fire extinguisher is and how to use it.
2. **DO NOT** leave cooking unattended.
3. **DO NOT** wear loose fitting clothing while cooking.
4. Remove trash accumulation regularly.
5. Keep combustible materials away from heat sources.
6. In case of emergency, **DIAL 9-1-1.**
7. Use physical guards, fencing, or enclosures around generators and solid fuel cooking.
8. Cylinders should be stored in an upright position and secured to prevent accidental tipping.

**PARKING**

1. All roadways shall remain clear and unobstructed for emergency equipment at all times.
2. Vehicles shall be parked in designated areas only.
3. All fire lanes to be identified in a manner acceptable to the authority having jurisdiction.
4. There shall be no parking within (15') fifteen feet on either side of a fire hydrant.

**MEANS OF EGRESS:**

1. Tents or canopies with sides shall have proper exiting in place. Each tent shall have no less than one free and clear opening. Number of exits is based on the size of the tent, number of walls (sides), and occupant load. If two or more exits are required, illuminated exit signs, emergency lighting for assemblies over 100 people, maximum occupant load signs, and no smoking signs shall be installed and posted throughout.
2. Exits shall be spaced at approximately equal intervals around the perimeter of the temporary structure, tent, or canopy and shall be located such that all points are one hundred feet (100') or less from an exit.
3. Openings from tents shall remain open unless otherwise approved by the Fire Marshall.
4. Aisles in assembly occupancies with seats, tables, counters, furnishings, displays, and similar fixtures or equipment placed on one side shall be a minimum of thirty-six inches (36"). Aisles with fixtures on both sides shall be a minimum of forty-four inches (44").

**County of Hunterdon  
Application for Fire Safety Permit  
Location Information**

Municipal Code	Registration
Physical location of activity	Municipality: _____ State: NJ

**Applicant Information  
All information must be filled in**

Organization/Individual Name:	Contact person:
Street address:	Street Address:
Municipality:	Municipality:
Telephone:	Telephone:

Permit requested for the following dates \_\_\_\_\_

**Attach Additional Sheet(s) if necessary**

The above named applicant hereby requests permission to conduct the following activity

at the above location: \_\_\_\_\_

And/or for the storage, occupancy, use, sale, handling or manufacturing of the following:

\_\_\_\_\_

State quantities and method for each category or material to be stored or used:

\_\_\_\_\_

**I hereby acknowledge that the information given is correct and agree to comply with the applicable requirements of the New Jersey Uniform Fire Code as well as any specific conditions imposed and if not this permit may be revoked, and I will be subject to penalties provided by law.**

Applicant's signature \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_

E-mail [parks@co.hunterdon.nj.us](mailto:parks@co.hunterdon.nj.us) or fax (908) 806 4057. Mail: PO Box 2900, Flemington, NJ 08822.

County Fire Safety Official \_\_\_\_\_