



FIRE PREVENTION BUREAU

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Regulations for Outdoor Public Assembly Functions

Introduction

This booklet consolidates and summarizes fire safety requirements to be used by event promoters and vendors. This booklet is to be used as a tool to assist in planning an event. This booklet outlines the fire safety practices found in the NJ Uniform Fire Code and NJ Uniform Construction Code. The Boonton Fire Department is committed to ensuring the safety of all participants at community events. While the information set out below does not completely cover all the regulations found in the fire and construction codes, this document should answer most questions relating to outdoor public assembly functions.

General Information

- Contact the Boonton Fire Department Bureau of Fire Prevention at (973) 402-9410 Ext. 631 to determine if a permit is required or if any information in this document is unclear.
- Any and all events must comply with the applicable requirements of the NJ Uniform Fire Code and NJ Uniform Construction Code, whether or not a permit has been issued.
- Permit applications may be obtained at the Town of Boonton Municipal Building, 100 Washington St., Boonton NJ 07005 in the office of the Fire Prevention Bureau or on www.Boonton.org
- The cost of a permit will be determined at the time of application. All required fees and supporting information must accompany the permit application and is non-refundable. The fee covers the cost of review, processing and on site inspection.

Definitions

Cooking Booth: are booths / trailers where food is prepared by a heating or cooking process, such as, but not limited to: grilling, frying, barbecuing, flambéing, deep fat frying, baking, warming, and broiling.

Vendor Booths: are all booths/trailers except cooking booths.

Contact Numbers:

Boonton Bureau of Fire Prevention

(973) 402-9410 Ext. 631

Boonton Health Department c/o Pequanock Health Services

(973) 835-5700 Ext. 197

Boonton Construction Department

(973) 402-9410 Ext. 630

Permit Requirements

A permit is required for the following outdoor activities:

- The use of any open flame or flame producing device at a public assembly event.
- The use of any LP gas or device.
- Any tent or tensioned membrane structure more than 900 square feet or more than 30 feet in any direction, whether it is one unit or comprised of multiple units.
- Any tent or tensioned membrane structure greater than 16,800 square feet or 140 feet in any dimension. **(Construction Department permit required)**
- Any tent or tensioned membrane structure of any size if they contain appurtenances such as platforms or electrical appliances. **(Construction Department permit required)**
- Any temporary structure covering an area in excess of 120 square feet. **(Construction Department permit required)**
- Any temporary electrical wiring **(Construction Department permit required)**
- Any service or preparation of food **(Health Department permit required)**
- The display of any animals or livestock **(Health Department permit required)**
- Any fireworks display
- Any ceremonial bonfire

All permits must be submitted to the appropriate authority at least 14 days prior to the event.
Failure to do this may result in the denial of your request.

- All required information must be provided at the time of submittal.
- All required fees are non-refundable and must be provided at the time of submittal.
- Inspections will be performed by the Bureau of Fire Prevention as a condition of any permit that is issued.
- Failure to adhere to the regulations and requirements of the NJ Uniform Fire code will result in the revocation of any permit.

Use of Propane

1. A permit from the Bureau of Fire Prevention is required for the use of LP gas on any property used for public assembly.
2. The maximum size cylinder that will be permitted shall be one 100-lb DOT cylinder per booth.
3. The changing or filling of LP cylinders shall be done before or after the time the public is in attendance.
4. The storage of extra LP gas cylinders shall be subject to approval of the AHJ. Storage shall be in approved locations.
5. All cylinders shall have the current qualification date as required by the DOT.
6. All cylinders not in use shall have approved caps or plugs in place.
7. All cylinders shall be set on a firm foundation and be secured to prevent them from falling over.
8. All cylinders shall be located a minimum of 20 feet from the appliances in use. All hoses shall be approved for use with LP gas and shall be one piece. Approved hard piped installations shall be permitted.
9. Cylinders shall not be located under any building overhang.
10. Proper equipment for performing a leak test shall be on site. A leak test will be performed by the vendor prior to the use of any equipment.
11. All appliances using LP gas shall be approved for such use and shall bear the label of an approved agency. Homeowner/non-commercial type cooking grills are not permitted.
12. At least one – 4A-60B:C fire extinguisher (10lb ABC TYPE) shall be located within 10 feet of the LP gas use device. **NOTE:** If the appliance is an approved deep fryer, one Class K fire extinguisher for each appliance must be provided.
13. A shut off valve must be provided at each fuel source.

Fire Extinguishers

1. Each cooking booth shall be equipped with a fire extinguisher with a minimum rating of 4A:60B:C (10lb ABC TYPE). Any booth or trailer with deep fat frying shall be equipped with a class K fire extinguisher in addition to any other required fire extinguisher.
2. All fire extinguishers and fixed extinguishing systems shall have current year inspection tags from an approved fire extinguisher maintenance company.
3. Fire extinguishers must be mounted near the exit, must be visible and accessible.

Cooking & Vendor Booth Construction and Location

1. All fabrics or membranes covering cooking and vendor booths must be certified flame retardant. Proof to be provided to the Bureau of Fire Prevention.
2. Decorative materials must be inherently fire resistive, or must be treated with an approved fire retardant paint or spray. Proof to be provided to the Bureau of Fire Prevention.
3. Each cooking booth shall have at least one exit way, minimum 3 feet by 6'8" in height (booth frame shall not intersect exit path).
4. Cooking booths shall be separated at least 10 feet from any vendor booth.
5. A 10 foot wide separation shall be provided for every 200-lineal foot of vendor booths.

Cooking Equipment and Food Warming Devices

All Cooking in accordance with NJAC 5:70-4.7(g):

All cooking operations that produce grease laden vapors shall be equipped with a ventilating hood, duct, and automatic fire suppression system designed and installed in accordance with the New Jersey Uniform Construction Code.

1. This subsection shall not apply to buildings in Use Groups R-2 or R-3.
2. Exception to (g) above: Ventilating hoods, ducts, and suppression shall not be required for completely enclosed ovens, steam tables, or auxiliary equipment that does not produce grease laden vapors.

Charcoal Cooking

1. Use only approved charcoal lighter fluid, electric starter or solid fuel lighters. Flammable liquids are prohibited. Only 1 quart of liquid starter is permitted on site.
2. Charcoal cooking shall be located 10 feet away from any combustible structure or vehicle.
3. Charcoal cooking shall be located a min. of 10 feet away from booths and from public access areas.
4. Coals shall be disposed of in metal containers as approved by the Bureau of Fire Prevention.

Deep Fat Frying/Open Flame Cooking

1. Deep fat frying shall be defined as any cooking operation or process whereby the product floats or is submerged in hot oil during the cooking process.
2. Only one – deep fat fryer, single well is permitted per booth.
 - **Exception:** Enclosed trailers with approved fixed fire suppression systems
3. The fryer shall have a lid for immediate use to smother and cover a fire.
4. The fryer shall be limited to 288 square inches.

5. The fryer shall be located on a non-combustible surface.
6. The fryer must be equipped with a temperature regulating device and be approved by a recognized testing agency.
7. The fryer must be separated from any other cooking appliance by 3 feet.
8. If the device is LP gas fired, the fuel supply tank must be located a minimum of 20 feet away from the cooking area. (See Propane gas section for addl. Requirements)
9. The cooking area must not be accessible by the general public.
10. Each booth shall be equipped with one approved Class K fire extinguisher within the booth area for each device. An approved automatic fire extinguishing system shall be provided in any enclosed structure/trailer in addition to the Class K fire extinguisher.

Open Flame Use

Open flame use such, as lanterns, candles and torches, is prohibited unless approved by the Bureau of Fire Prevention.

- **Exception:** candles may be used on tables for food service with the approval of the Bureau of Fire Prevention if the candles are securely supported on non-combustible bases, with the bases so located as to avoid danger of ignition of combustible materials.

Electrical Power

1. Generators shall be placed in approved locations.
2. Refueling of generators is not permitted while the public is present.
3. During approved fueling times, no smoking or open flames are allowed within 25 feet.
4. Extension cords shall be of the grounded type and approved for outdoor use.
5. A minimum 4A:60B:C fire extinguisher (10lb ABC TYPE) shall be provided for each generator in use.

Miscellaneous

1. All compressed gas cylinders shall be properly chained or otherwise secured in an upright position.
2. All cooking areas shall be cleaned regularly to prevent a build up of grease.
3. All trash and combustible rubbish shall be removed to proper receptacles regularly.
4. All combustible materials shall be kept away from heat sources.