



County of Morris Office of the Fire Marshal

P.O. Box 900
Morristown, New Jersey
07963-0900

David J. Barter
County Fire Marshal
Office: 973-829-8200
Fax: 973-829-8048

Tent & Cooking Checklist

Check all boxes that apply to your use and verification that you understand what is required for your use.
Inspections by the Fire Marshals Office required for all permitted uses
Random Inspections will be conducted by the Fire Marshals Office for non-permitted uses.

Permit Required

- Tent or Canopy 900 square feet or greater
- Tent or Canopy more than 30 feet in any dimension
- Heating and or cooking under any canopy, tent or picnic shelter utilizing any form of heating device
- Commercial cooking device(s) under a canopy / tent. Public prohibited from occupying same canopy / tent where food prep or cooking takes place.
- Use of residential cooking devices prohibited by caterers. Only commercial grade appliances may be used under any tent, canopy or picnic shelter
- Leak test of all propane fired equipment fittings prior to use by fire marshals staff. Leaks must be repaired prior to issuance of permit
- Cooking tent / canopy must be a minimum of five Feet from any other canopy, tent or structure
- Approved fire extinguisher(s) required under any tent, Canopy
- Propane tanks in excess of 20 lb cylinder requires all tanks to be staked and anchored to prevent tipping. All tank safety relief valves must be pointed away from the canopy.
- All other applicable provisions of the NJ Uniform Fire Code are adhered to.

No Permit Required

- Tent or Canopy under 900 square feet
- Tent or Canopy less than 30 feet in any dimension
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- Residential charcoal / propane grills by the general public outside of tent, canopy or picnic shelter
- Self inspection utilizing soapy mixture on all gas fittings. Leaks must be repaired before use
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- Residential grills that anchor tank within grill structure exempted



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TENT AND COOKING ASSESSMENT CHECKLIST

Name of Property or Park: _____
 Site Name: _____
 Event Permit Holder Name: _____ MCPC Permit #: _____

Applicant's Name: _____
 Company Name: _____
 Mailing Address: _____
 Town: _____ State: _____ Zip: _____
 Physical Address: _____
 Town: _____ State: _____ Zip: _____
 Email: _____
 Telephone #: _____ Cell Phone #: _____ Fax #: _____

Proposed Date of Activity: _____

Brief Description of the proposed use of the tent/canopy or cooking equipment: _____

PERMIT REQUIRED

Tent or Canopy is 900 sq.ft. or greater

Tent or Canopy 30' or greater in any dimension

Cooking or heating under any canopy, tent, pavilion, or shelter

Use of any open flame, high heat appliance fueled by combustible gases, liquids, or solids (including charcoal and LP Gas) under any canopy tent, pavillion, or shelter

If the proposed activity meets any of the above criteria, a Fire Safety Permit must be issued prior to occupying the tent/canopy or commencing cooking activities. You must file a permit application form.

NO PERMIT REQUIRED

Tent or Canopy is less than 900 sq.ft.

Tent or Canopy is less than 30' in any dimension

Cooking or heating outside of any of any canopy, tent, pavillion, or shelter

The above activities do not require a fire safety permit from this office.
 You are responsible to conduct a self-inspection of the cooking appliances.

- * Inspect all hoses and fittings for leaks
- * Repair any leaks prior to lighting grill
- * Grill and open flames must be a minimum of 20 feet from any structure
- * Propane tank must be secured to prevent tip-over

FAX THE COMPLETED FORM TO THE MORRIS COUNTY FIRE MARSHAL'S OFFICE FOR REVIEW
FAX NUMBER - 973-829-8048

If the proposed activity meets any of the above criteria contained in the Permit Required Box, the Fire Marshal's Office must conduct an inspection prior to the activity. Please submit a completed Fire Permit Application at least 2 weeks prior to the scheduled activity.

I certify that the above information is correct and truthful. I understand that providing false information or conducting activities in violation of the Uniform Fire Safety Act will result in the suspension of the activity and may subject the applicant to civil and criminal penalties.

Signed _____ Date _____

This signed form must be available for review and inspection during the activity.



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Cooking / Tent Fire Permit Application
LOCATION INFORMATION

Name of Property: _____
Site Name / Identifier: _____
Event Permit Holder Name: _____ MCPC Permit #: _____

Permit applications should be received by the Fire Marshals office at least 7 days prior to the event

APPLICANT INFORMATION

Applicant's Name: _____
Name of Company : _____
Address of (Applicant's or Company) _____
Mailing Address if different: _____
Town: _____ State: _____ Zip Code: _____
Telephone No: _____ Fax No: _____
Email: _____

Permit requested for the following date(s) _____

NOTE: Check appropriate boxes below and then follow to back of sheet and check other information

The above named applicant hereby requests a permit or permits to conduct the following activity at the above location. Check all that apply.

Cooking Under a Tent/Canopy Erecting/Occupying a Tent/Canopy (no cooking under tent) Other

State what the Permit is requested for: _____

(Using the informational list on the back page, please mark the appropriate box above.)

Note: Cooking tents/ canopies require a separate Type 1 permit to be issued in addition to the occupiable tent permit

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 as provided by law.

Applicant's Signature

Title

Date

OFFICIAL USE ONLY
Permit type: Conditions imposed Denied Approved Municipal Code Notification



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Type 1 Permit:

TENTS:

The erection, operation, or maintenance of any tent, tensioned membrane structure, or canopy, excluding those used for recreational camping purposes, that meets the criteria in (a)3xv (1) or (2) shall require a Type 1 permit. (1) The tent, tensioned membrane structure, or canopy is greater than 900 square feet and more than 30 feet in any dimension whether it is one unit or composed of multiple units, but 16,800 square feet or less in area and 140 feet or less in any dimension, whether it is one unit or composed of multiple units. (2) The tent, tensioned membrane structure, or canopy contains platforms or bleacher 11 feet or less in height.

COOKING TENTS Require a separate Permit

NOTE: COOKING UNDER ANY TENT / CANOPY THAT IS OCCUPIED BY OTHER THAN THE COOKING AND OR PREP STAFF IS STRICTLY PROHIBITED.

The erection, operation, or maintenance of any outdoor combustible maze shall require a type 1 permit if the outdoor combustible maze is less than six feet in height and does not contain electrical equipment. Outdoor combustible mazes that are six feet or greater in height or contain electrical equipment shall be subject to the permitting requirements of the Uniform Construction Code (N.J.A.C.5:23-2.14) (A) Mazes consisting solely of living, rooted plants, such as corn stalks or trees, may be repaired using cut, replacement plants that are otherwise the same as those of which the maze is created without the need for a permit. (B) No permit shall be required for mazes up to 42 inches in height created of bales of hay or straw.