



**Municipal Building
2261 Van Horne Road
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Belle Mead, New Jersey 08502
(908) 359-8211
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**Bureau of Fire Prevention
Roy Mond
Fire Marshal**

Dear Permit Applicant,

Thank you for your interest in hosting an event in one of our township schools. We in the Fire Prevention Bureau would like to take a few minutes and go over the process of applying for, and obtaining a Fire Safety Permit for your event.

Fees: The Bureau of Fire Prevention is required by law to collect a permit fee for any permit issued within the township. The total amount of the permit is based on the activity that you plan to have. To better guide you in submitting the correct fee with your application we have included as part of the application packet a detailed list of all the required permits as set forth by the State of New Jersey, and the corresponding fee.

Application process: It is the goal of this Bureau to make this application process as painless and as efficient as possible, but we can only do that if you provide a very detailed application. The process begins with you obtaining the application, reviewing the application and **ALL** related documents, and submitting a **COMPLETELY** filled out application (this includes the block and lot of the location).

There are various sections of the permit application that need to be completed or it will delay the processing of your event. It should be noted and understood that **NO EVENT SHALL TAKE PLACE WITHOUT A VALID PERMIT.** The more information you provide at the time of application the less likely it will be that the application will be rejected or delayed. Once the application has been submitted it will be reviewed and internally processed. After that you will be contacted to set up a time **BEFORE** the event, but once all set up is either complete or in the process, for one of our Fire Inspectors to come out and perform a Fire Safety Inspection.

Layout drawing: If your event involves using tables, chairs, dance floors, food serving stations etc., then you are required to submit a detailed drawing showing how these items will be set up and their relation to any of the following: any egress doors, fire alarm pull stations and portable fire extinguishers. This drawing will be reviewed by the Fire Prevention Bureau and will be brought with the Fire Inspector on the day of the inspection. Ideally this drawing should be submitted at the time of application, but at a minimum, one week **BEFORE** the event. Failure to submit this drawing will delay the processing of your application and will no doubt have an impact on your event setup, and in some cases may cause the event to be shut down.

Fire safety inspection: This is **MANDATORY** and no permit will be issued without a pre-event inspection. The Inspector will be coming out to look for a variety of fire safety items, and to ensure the permit you have applied for is indeed what is taking place. It is not our *goal* to delay or stop your event from taking place, but it is our job and responsibility to make sure all event attendees are as safe as can be, and you are conforming to the requirements set forth by the terms of the permit and the Fire Inspector.

Parking and fire department access: As the permit applicant you are assuming **ALL** responsibility for the event and all activities that are taking place. It is your responsibility to ensure that cars are parked in any marked fire lane, in front of any fire hydrant, or cars parked in such a manner that would hinder or delay any responding fire apparatus or firefighters. The Fire Inspector will assist you during the inspection to make sure any vehicles are moved, but after he leaves the responsibility falls on you as the permit holder.

Permit Cancellation: In the event you need to cancel your event, you must contact this office ASAP. You can call the office, or send an email to the address provided:

rmondi@twp.montgomery.nj.us

We thank you for your anticipated cooperation and willingness to work with our office to ensure your event is a success. If you have any questions please do not hesitate to contact us.

Yours in Fire Safety,



Roy S Mondy
Montgomery Township Fire Marshal