



**Summit Fire Department - Fire Prevention Bureau**  
**396 Broad Street**  
**Summit New Jersey 07901**  
**908-277-9358**

**Important:** Pages 2 & 3 list the Permit Descriptions. Please review the general permit requirements you are planning to apply for and initial where indicated that you have read the requirements necessary for the specific permit. Understand that this is a guideline and specific circumstances regarding your application may require alterations to these general requirements.

Please complete:

Vendor Name			
Owner Name			
Address			
Contact Phone No:		Email:	

The fees are below - please select the type of permit you need: (Provide **ONLY** check or cash.) All checks are payable to **The City of Summit**.

- Fire Safety Permit - \$54.00.** (such as: torch, welding, roof repair, single event cooking)
- Monthly Food Truck Fire Safety Permit - \$100.00 for the 1 month needed.** \* (cash or check only)
- Seasonal Food Truck Fire Safety Permit - \$100.00 for each month needed.** \* (cash or check only)
- 12 Month Campus Food Truck Event - \$1200.00 per year, per site where the event is scheduled.**

⇒NOTE: \* In order to attend these events, all food truck vendors **MUST** possess a valid **Summit Fire Department Food Truck Inspection Certificate** valid for the months needed. To obtain this certificate, you **MUST** bring your vehicle for inspection to the Summit Fire Department Headquarters, located at 396 Broad Street, Summit, prior to your event date. Upon inspection approval, a Certificate of Inspection is given to you and **MUST** be posted in the cooking area of the vehicle where it is clearly visible. There is a one-time annual inspection fee of \$54.00 per vehicle (cash or check only), payable at the time of the inspection. All Checks are payable to The City of Summit.

We have provided sample of information for a Seasonal Permit in the table below.

Please contact the Summit Fire Department Fire Prevention Bureau at 908 277-9358 if you have any questions. Thank you.

<b>Vendor Name:</b>				
<b>Address:</b>				
<b>Required Permit Dates:</b>				
<b>Start and End Times</b>				
<b>Address Location(s):</b>				
<b>Fee: \$</b>	<b>Cash</b>		<b>Check #</b>	
(If you need more lines, please attach the additional list to this page for our use.)				
<b>Sample: Summit Farmer's Market</b>	<b>April 2019 thru Nov 2019</b>	<b>8AM thru 2 PM</b>	<b>DeForest Parking Lot</b>	<b>Cost for this seasonal permit is \$800.00.</b>

## PERMIT DESCRIPTIONS

- Vendor Cooking with an Open Flame Requirements:** For use of any open flame or flame producing device in connection with any public gathering, for the purpose of cooking food products. A fire extinguisher rated at a minimum of 2-A:20B; C to be attached to the vendor's cart/vehicle and ready for use. Any or all propane cylinders properly secured and maintained. All combustibles are stored away from flame producing equipment. No open flame allowed in or within 20 feet of a tent structure. All equipment, which produces grease-laden vapors, kept clean and properly maintained.  
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- Tent Requirements:** Tent membrane shall be flame resistant as per NFPA 701. A certificate will be provided. At least two exits will be provided and exit openings shall remain open. Exits will be adequately lit at all times. Exit doorways will be indicated with exit signs. No open flame will be allowed in or within 20 feet of the tent structure. Fire extinguishers will be provided and maintained on site. No smoking signs will also be displayed. **Initial here** \_\_\_\_\_
- Cooking Tent Requirements:**
1. The use of membrane structures for cooking activities is restricted to free standing canopies with no sides attached during cooking activities.
  2. The cooking canopy is located no less than five (5) feet from any other canopy, tent or structure.
  3. All cooking equipment placed under a canopy must be listed for commercial use.
  4. LP-Gas containers are located at the outer edge of the canopy, a minimum of five feet from the heat-producing appliance. The containers protected to prevent tampering or damage by vehicles or other hazards. Containers securely fastened and free of leaks. Safety relief valves pointed away from the canopy.
  5. Occupancy underneath the canopy is restricted to those persons necessary for food preparation only.
  6. Portable fire extinguisher(s) 60B:C rated will be provided for each cooking location.
  7. Storage of combustible items required for food preparation or serving is limited.
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- Open Flame Event Requirements:** For use of any open flame or flame producing device in connection with any public gathering, for the purpose of a recreational fire, (i.e. campfire or bonfire). Dimensions of the fire shall not exceed 3 feet in diameter, and 2 feet in height. A fire extinguisher rated at a minimum of 4-A, or other approved on-site fire-extinguishing equipment shall be available for immediate utilization. A minimum distance of 25 feet kept from adjacent structures, and measures taken to eliminate spread of the fire to within 25 feet. Fuel shall consist of seasoned dry firewood. The fire constantly attended, until fully extinguished. **Initial here** \_\_\_\_\_
- Overnight Stay Event Requirements:** All occupants shall be familiar with the fire safety and evacuation plan, and participate in a fire drill prior to commencing activities. Sleeping areas prohibited in confined spaces. All exit signs, egress lighting, doors and hallways shall be in working order and unobstructed. Proper ADULT supervision consisting of persons over the age of 21 is provided. **Initial here** \_\_\_\_\_
- Multi-Purpose Room Requirements:** All egress doors shall remain unlocked at all times building is occupied. When serving over 50 occupants, 44 inch aisles maintained at all times. Tables or chairs shall not block these aisles. All exit signs and lighting shall be in working order. An announcement made within 10 minutes of starting function, clearly stating the location of all exits.  
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- Haunted House Requirements:** All Decorations shall be non-combustible, or flame resistant in compliance with NFPA 701. All egress doors shall remain unlocked at all times building is occupied. When serving over 50 occupants, 44 inch aisles will be maintained at all times. Smoking prohibited. All exit signs, egress lighting, doors and hallways shall be in working order and unobstructed.  
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- Hot Tar Kettle Use Requirements:** A minimum of two extinguishers rated at not less than 20-B:C each will be kept on location, one on the roof and within 30 feet of each tar kettle. Kettle shall be equipped with a tight fitting cover. A safe distance maintained from structures. A hose line attached, ready for use. Kettle must not be left unattended while in operation.

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- Torch for Roof Repair Requirements:** Use of propane torch for roof repair – A minimum of two fire extinguishers rated not less than 2-A:20B:C will be kept on site; one on the roof, and one extra available for use at all times. A hose line attached for immediate use. All combustibles removed and a fire watch shall be present for at least 30 minutes after work is completed.

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- Welding Requirements:** All combustibles shall be removed from the area unless physically impossible. Non-combustible shields or cover from possible sparks or hot metal shall protect such combustibles. Two fire extinguishers rated at not less than 2-A:20B:C to be kept in the area, one next to the welding operation. A fire watch shall be present at all times, and remain there for at least 30 minutes after welding or cutting is completed. Initial here \_\_\_\_\_

- Welding for Demolition Requirements:** All combustibles must be removed from area unless physically impossible. Non-combustible shields or cover from possible sparks or hot metal shall protect such combustibles. A minimum of two fire extinguishers rated at not less than 2-A:20B:C to be kept in the area for immediate use. A firewatcher shall be present at all times and remain on the job at least 30 minutes after the operation has been completed. Additional methods of fire protection shall be in use – a fire hose charged and ready for use. A signed inspection report attesting to the fact shall be filed and available for inspection by the Fire Official. Initial here \_\_\_\_\_