



# COUNTY OF MONMOUTH OFFICE OF THE FIRE MARSHAL

1027 HIGHWAY 33 EAST  
FREEHOLD, NEW JERSEY 07728-9998  
732-683-8856

CRAIG FLANNIGAN SR.  
FIRE MARSHAL

KEVIN MORRISSEY  
DEPUTY FIRE MARSHAL

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Re: Special Event Scheduling, Fire Permit Application, and Inspection Requirements

Dear Event Coordinator,

As we continue to work closely with all county departments and property managers, we are providing the attached Special Event Fire Permit and Inspection Packet for your use when planning events on Monmouth County properties.

This packet is to be referenced during the planning stages of any special event. It outlines the fire permit application process, required documentation, inspection procedures, and key safety considerations. The goal is to make the process clear and straightforward while ensuring compliance with the New Jersey Uniform Fire Code and applicable safety standards.

A fire permit is required for events that involve tents, cooking operations of any kind, including catered events and food trucks, fireworks, cold spark or similar pyrotechnic devices, and any other activity that may present a fire hazard or otherwise require a permit under state regulations. Early coordination with this office will help avoid delays and ensure your event proceeds as scheduled.

Please review the attached packet carefully and share it with your event planners, vendors, and any other parties involved in coordinating your event. If you have any questions or if you would like assistance in determining whether a permit is required, do not hesitate to contact this office for clarification. Once you have your permit completed, please return to our office along with the check list and payment.

We appreciate your cooperation and look forward to working with you to keep all county events safe and successful.

Sincerely,

*Craig Flannigan Sr.*

Craig Flannigan Sr.  
Fire Marshal  
Monmouth County Fire Marshal's Office



# COUNTY OF MONMOUTH OFFICE OF THE FIRE MARSHAL

1027 HIGHWAY 33 EAST  
FREEHOLD, NEW JERSEY 07728-9998

CRAIG FLANNIGAN SR.  
DIRECTOR OF FIRE SERVICES  
FIRE MARSHAL

OFFICE: 732-683-8856

## APPLICATION FOR PERMIT

The Uniform Fire Code states:

“Permits shall be required and obtained from the local enforcing agency for the activities specified in this section, except where they are an integral part of a process or activity by reason of which a use is required to be registered and regulated as a life hazard use. Permits shall at all times be kept in the premises designated therein and shall at all times be subject to inspections by the Fire Marshal”. [N.J.A.C. 5:70-2.7(a)]

Date of application: \_\_\_\_\_

Location where activity will occur: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Address: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Phone/Emergency #: \_\_\_\_\_ Email#: \_\_\_\_\_

Block/Lot: \_\_\_\_\_ Registration #: \_\_\_\_\_

The above-named applicant hereby requests permission to conduct the following activity at the above indicated location:

\_\_\_\_\_

And for the Keeping, storage, occupancy, sale, handling, or manufacture of the following: \_\_\_\_\_

\_\_\_\_\_

Permit Conditions: \_\_\_\_\_

\_\_\_\_\_

I hereby acknowledge that I have read this application, that the information given is correct, and that I am the owner, or duly authorized to act in the owner's behalf and as much hereby agree to comply with the applicable requirements of the fire code as well as any specific conditions imposed by the Fire Marshal.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Fire Marshal Signature

Expiration Date: \_\_\_\_\_

Fee Amount

Permit Type

## *Steps to complete the application and site inspection process*

This guide outlines the steps event planners and vendors must follow to apply for, pay for, and prepare for fire permit approval and inspection. Early planning and clear communication with the Bureau will help your event move forward smoothly and safely.

### Contact Information

Monmouth County Fire Marshal's Office

Phone: 732-683-8856

Hours: Monday through Friday, 8:00 am to 3:00 pm.

### Step 1: Start planning early

As soon as you have a confirmed date and general event concept, document the following:

- Event location
- Expected attendance
- Event hours
- List of planned activities

Early planning gives you time to identify fire permit requirements and avoid last-minute issues.

### Step 2: Identify what your event will include

Use this checklist to determine whether your event may require a fire permit or inspection.

#### Caterers cooking on site

- Food trucks
- Grills, smokers, fryers, or open flame cooking
- Warming stations, sterno, chafers, or heat lamps
- Propane cylinders or other fuel sources

#### Tents and temporary structures (Over 900 sq. ft. or over 30ft in any direction require a permit)

- Pop-up tents
- Large tents
- Tents with sides or enclosures (additional requirements apply)
- Multiple tents grouped together
- Temporary stages, platforms, canopies, or membrane structures (additional requirements apply)

#### Pyrotechnics and special effects (additional requirements apply)

- Fireworks
- Cold spark devices
- Flame effects or demonstration burns
- Any special effects using heat, flame, or sparks

#### Other common event items to flag

- Generators and fuel storage
- Heaters, propane or electric
- Electrical distribution, extension cords, and temporary lighting
- Compressed gas cylinders
- Hay bales, decorative combustibles, or heavy decorations

- Inflatables and amusements
- Crowd management features such as barricades, exits, and walking paths

### Step 3: Provide vendors with the Special Event Fire Permit and Inspection Packet

Provide every vendor involved in cooking, tenting, generators, or special effects with a copy of the Special Event Fire Permit and Inspection Packet.

Do not assume a vendor is familiar with county requirements. Include the packet as part of your vendor onboarding process and require written confirmation that it has been reviewed.

### Step 4: Require vendors to contact the Bureau

Vendors must contact the Monmouth County Fire Marshal's Office (Bureau) to complete fire permit requirements when applicable. This includes food vendors, tent providers, and any vendor bringing equipment involving cooking, fuel, flame, heat, sparks, or large temporary structures.

Important: Vendors must complete all required documents at least 30 days before the event. The earlier they contact the Bureau, the smoother the process will be.

### Step 5: Submit the required paperwork and application

Complete the most up-to-date fire permit application included in the packet. Incomplete or outdated applications will not be processed.

Submit required forms and documentation as outlined in the packet. Common items include:

- Fire permit applications, when required
- Equipment lists for cooking and fuel
- Generator information and placement
- Proof of any required inspections or approvals
  - Tent sizes and certifications & Site Diagram

Applications should be submitted well in advance of the event date to allow for review and scheduling.

### Step 6: Pay the permit fee pertaining to special events

Permit fees must reflect the type of permit requested.

Type 1 - \$54.00

- Temporary cooking, including food trucks
- Tents – membrane structures
- Portable power source
- Campfires
- Cold Spark Machines

Type 2 - \$214.00

- Carnival Rides (Enclosed Funhouse)

Type 3 – 427.00

- Fireworks

Payment methods:

- By mail
- By dropping off a check at the Bureau

Cash is not permitted. Checks must be made payable to Monmouth County, Treasurer.

Permit processing will not move forward until payment is received.

Step 7: Prepare a site map when required

If your event includes tents, cooking, food trucks, fireworks, cold spark devices, generators, or a complex layout, a site map is required for Bureau review.

Your site map should include at a minimum:

- Property address and event name
- Event date and hours
- Tent locations and sizes
- Food truck and cooking locations
- Generator and fuel storage locations
- Stages and temporary structures
- Fire lanes and emergency access routes
- Exits, entrances, and crowd flow paths
- Nearby buildings, exposures, and hydrants if known

Step 8: Conduct a pre-event walk-through when needed

For larger or more complex events, the Bureau may recommend a walk-through or coordination meeting. This allows confirmation of layouts, fire lanes, and any corrections before event day.

Step 9: Enforce packet requirements before event day

Most event-day problems result from last-minute changes or unapproved setups. Coordinators are strongly encouraged to enforce packet requirements with all vendors.

Best practices:

- Do not allow vendors to set up in unapproved areas
- Do not allow cooking or fuel on site unless approved
- Keep fire lanes clear at all times
- Place tents and food trucks as shown on the approved site map
- Confirm required fire extinguishers are in place before cooking begins

Step 10: Event Day readiness check

Before the event opens, conduct a final safety review:

- Fire lanes are open and clearly accessible
- Tents are properly installed and not blocking exits
- Cooking areas have required extinguishers and safe clearances
- Propane is secured and stored properly
- Generators are positioned safely and fueled correctly
- Electrical cords are in a safe condition and routed to prevent trip hazards
- Special effects are set up exactly as approved

Step 11: Contact the Bureau with questions or changes

If anything changes during planning or setup, contact the Monmouth County Fire Marshal's Office immediately.

Changes such as adding a tent, bringing in an additional food vendor, relocating cooking, adding generators, or introducing cold spark devices may trigger new requirements.

The Bureau is available to assist and help ensure your event operates safely and without disruption.

**FIRE SAFETY REGULATIONS FOR FESTIVALS,  
FAIRS, ETC.**

**REQUIRED** – Check off all boxes below to indicate that you have read and understand all requirements:

**LPG (PROPANE) TANKS AND RELATED EQUIPMENT – if not applicable, check N/A**

Maximum tank size shall be 100 pounds. Regulators shall be located at the tank.

All tanks are to have a warning label reading 'FLAMMABLE GAS,' followed by the word 'PROPANE.'

ll hoses, fittings, and clamps shall be listed for LPG use.

No flexible metal hoses permitted

All tanks shall be secured by metal stakes and chains or other noncombustible type of securing devices.

No LPG tanks shall be located inside tents or canopies.

All tanks shall be in good condition and not dented or rusted.

All tanks shall have the required tests up to date.

Tanks shall be located a minimum of 5 feet from the cooking appliance.

Inspectors shall check the location of LPG tanks, and any deemed unsafe shall be removed.

There shall be no more than two LPG tanks at each location.

All LPG hoses shall be located to prevent them from being damaged. The use of residential grills is not permitted.

Suitable barricades shall be provided to maintain a distance of 5 feet between the appliance and the public.

N/A

**CANOPIES, TENTS, AND BOOTHS – if not applicable, check N/A**

All canopies and booths or tent-type booths shall be tested and certified as Flame Retardant. Proof of Certification is to be supplied and marked on each panel.

There shall be a 5-foot minimum separation between canopies or tents unless approved by a Fire Official.

Any wood booths shall be constructed of fire-rated lumber.

No plastic or fabric material canopies that are not Certified Flame Retardant will be allowed.

Open flame or other devices emitting flame, fire or heat or any flammable or combustible liquids, gas, charcoal or other cooking devices or unapproved devices shall not be permitted inside or located within 20 feet (6096 mm) of the tent or membrane structures while open to the public unless approved by the fire code official.

Outdoor cooking that produces sparks or grease-laden vapors shall not be performed within 20 feet (6096 mm) of a tent or membrane structure.

Cooking and heating equipment shall not be located within 10 feet (3048 mm) of exits or combustible materials. Suitable barricades shall be provided to maintain a distance of 5 feet between the heat-producing appliances and the public.

Flammable and combustible liquids shall be stored outside in an approved manner not less than 50 feet (15 240 mm) from tents or membrane structures. Storage shall be in accordance with Chapter 57.

Generators and other internal combustion power sources shall be separated from tents or membrane structures by not less than 20 feet (6096 mm) and shall be isolated from contact with the public by fencing, enclosure, or other approved means.

N/A

#### **FLAMMABLE AND COMBUSTIBLE LIQUIDS – if not applicable, check N/A**

Gasoline shall be contained in approved metal safety cans with a maximum size of five (5) gallons. All cans shall be red in color and properly marked 'GASOLINE.'

Kerosene containers shall be blue in color and marked 'KEROSENE.'

Gasoline and Kerosene containers shall be stored in a safe location, away from generators, LPG tanks, and cooking appliances.

When refueling generators or other appliances, they shall be shut down and refueled.

N/A

#### **FIRE EXTINGUISHERS – if not applicable, check N/A**

All booths shall have a minimum of one five-pound ABC Rated Fire Extinguisher with an up-to-date inspection tag.

All booths with fryers shall also have 1 Class K Wet Chemical Extinguisher.

If the inspectors determine that more than one extinguisher is required in a booth, the vendor shall install the extinguisher.

All fire extinguishers shall have a current inspection tag and be in good condition.

N/A

#### **FIRE EXTINGUISHING SYSTEMS IN TRUCKS AND TRAILERS – if not applicable, check N/A**

Fire extinguishing systems installed in trailers shall be inspected and maintained at 6-month intervals.

All hood and vent fan systems shall be kept clean, with filters in place at all times.

There shall be a 10-foot minimum separation between other vendors.

N/A

**ADDITIONAL REQUIREMENTS FOR FOOD TRUCKS / TRAILERS – if not applicable, check N/A**

The maximum aggregate capacity of LP-gas containers transported on the vehicle and used to fuel cooking appliances only shall not exceed 200 pounds (91 kg) propane capacity.

A listed LP-gas alarm shall be installed within the vehicle in the vicinity of LP- gas system components, in accordance with the manufacturer's instructions. 5:70 Sect. 319

LP-gas containers installed on the vehicle and fuel-gas piping systems shall be inspected ANNUALLY by an approved inspection agency or a company that is registered with the U.S. Department of Transportation to requalify LP-gas cylinders, to ensure that system components are free from damage, suitable for the intended service and not subject to leaking. 5:70 Sect. 319

CNG containers shall be inspected every 3 years in a qualified service facility. CNG containers shall not be used past their expiration date as listed on the manufacturer's container label.

Upon satisfactory inspection the approved inspection agency shall affix a tag or Certificate on the fuel gas system or within the vehicle indicating the name of the inspection agency and the date of satisfactory inspection. 5:70 Sect. 319

N/A

**GENERATORS – if not applicable, check N/A**

Generators shall be located a minimum of 20 feet from any tent or canopy (excluding mounted generators).

Generators must be isolated from the public with an approved fence.

When refueling, all generators shall be shut down.

One five-pound ABC-Rated Fire Extinguisher shall be provided in the generator area. See the section on Flammable Liquids for information on fuel storage and use.

N/A

**INSPECTION TIME**

You will be informed by the Bureau of Fire Prevention, Monmouth County Fire Marshal's Office of the fire inspectors scheduled arrival time. Failure to be present and ready for the inspection at the scheduled time will result in denial of your permit and you will therefore not be permitted to operate.

All vendors MUST check off each box AND sign below, indicating they understand all of the above requirements.

I, \_\_\_\_\_, understand all requirements set forth by the State of New Jersey Uniform Fire Safety Act. All vendors who fail to meet all said requirements will not be permitted to operate until all requirements are met.

Signature \_\_\_\_\_ Date \_\_\_\_\_