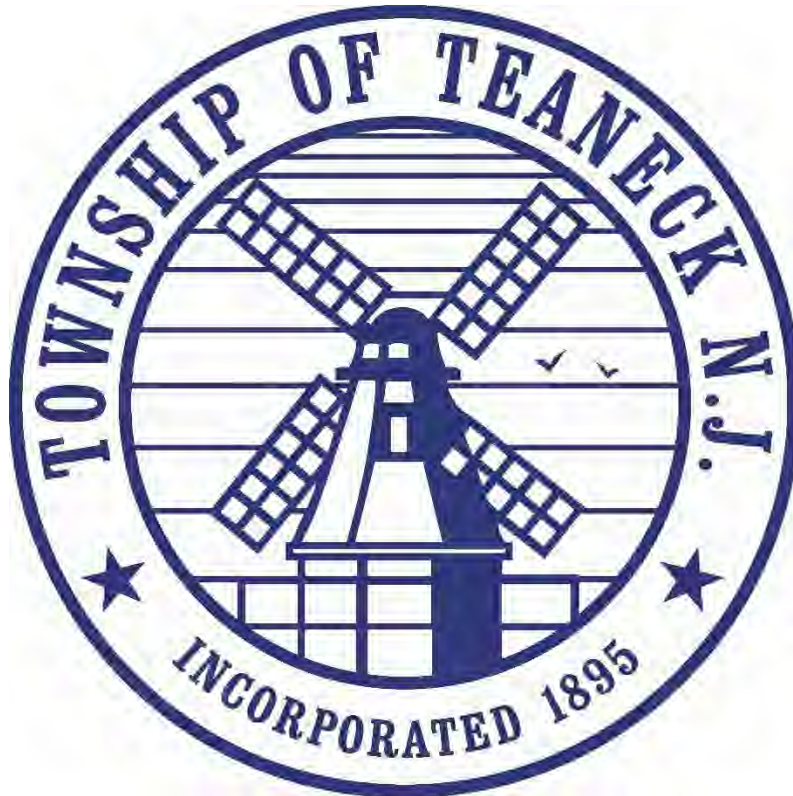


# TOWNSHIP OF TEANECK APPLICATION FOR A SPECIAL EVENT PERMIT

*A Special Event is defined as a March/Parade, Walk-a-thon, bike-a-thon, jogging group, or other organized group/function using the public streets or public right-of-way*

1. This application should be submitted with as much advance notice to the Township from the applicant as is possible.
2. No event shall commence earlier than 8:00 AM nor continue beyond 10:00 PM.
3. All directional signs for the special event must be removed within 24 hours.
4. Please email the completed application to [clerk@teanecknj.gov](mailto:clerk@teanecknj.gov); or return to the Municipal Manager's Office: 818 Teaneck Road, Teaneck, NJ 07666 – Second Floor of the municipal building.
5. For more information: Chapter 31B; Special Events, of the Teaneck Township Code: <https://ecode360.com/13655475>
6. Any questions should be directed to the Clerk's Office at 201-837-1600 x1025



Date Submitted: \_\_\_\_\_

Name of person filing the application: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Name of Event Sponsor: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Responsible individual(s) that will be present at the Event & how to contact them:

How Responsible Individual(s) can be identified (mark/badge/symbol): \_\_\_\_\_

Purpose of Event: \_\_\_\_\_

Type of Event (walk-a-thon, jogging group, etc): \_\_\_\_\_

Estimated number of staff: \_\_\_\_\_

Number/types of vehicles: \_\_\_\_\_

Estimated number of attendees: \_\_\_\_\_

Method of notification to participants the details of the Special Event (e.g. flyers, newspapers social media, etc):

Date of Special Event: \_\_\_\_\_ Time: \_\_\_\_\_ to \_\_\_\_\_

Assembly Location: \_\_\_\_\_

Dispersal Location: \_\_\_\_\_

Route to be taken (*specific public streets or public right-of-way and plan for assembly and dispersal, if any*):

Will music be provided? Yes: \_\_\_\_ No: \_\_\_\_

If Yes; Live: \_\_\_\_ Recorded: \_\_\_\_

Will loudspeakers/amplifying devices be used?

Yes: \_\_\_\_ No: \_\_\_\_

If Yes, how many?: \_\_\_\_\_

Location(s) where they will be used:

Will refreshments be served?

Yes: \_\_\_\_ No: \_\_\_\_

If Yes, please contact the Teaneck Health Department: 201-837-1600 x1500 , [health@teanecknj.gov](mailto:health@teanecknj.gov)

**We agree to indemnify and hold harmless the Township, its servants, agents, & employees for any and all claims caused by or arising out of the activities permitted.**

*For more information:* Chapter 31B; Special Events, of the Teaneck Township Code: <https://ecode360.com/13655475>

Print Name: \_\_\_\_\_

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

***Office Use Only***

**Approval**

Police Dept.: \_\_\_\_\_ Date: \_\_\_\_\_

Fire Dept.: \_\_\_\_\_ Date: \_\_\_\_\_

**Denial**

Police Dept.: \_\_\_\_\_ Date: \_\_\_\_\_

Fire Dept.: \_\_\_\_\_ Date: \_\_\_\_\_

**RECOMMENDATIONS/CONDITIONS** (If any):

**Township Manager Approval:** \_\_\_\_\_ Date: \_\_\_\_\_

**TEANECK FIRE DEPARTMENT**  
**BUREAU OF FIRE PREVENTION**  
1231 Teaneck Road, Teaneck, New Jersey 07666  
(201)808-8080 Ext. 5200 - Fax (201)837-4801  
**CALL 911 IN AN EMERGENCY**

**Teaneck Fire Department guidance regarding  
Fire Safety Permits for Public Events**

Please be advised, if you've taken a Special Event permit out for an event in Township of Teaneck, depending on the size, type of event, date or location, you may or may not have a Fire Department Vehicle show up at your event. If you any questions, please contact the Fire Prevention Bureau before the event. The following are some of the requirements:

1. **Cooking and Open Flame Permit requirement:** You will be required to have a member or outside vendor obtain a cooking or open flame permit through the Teaneck Fire Department Fire Prevention office. Extinguisher and suppression tag must be present at time of inspection.
2. Food trucks shall obtain a permit prior to the event from the Teaneck Fire Department Fire Prevention Bureau. Inspections can be preformed prior to the event. Event coordinator shall provide a list of listed food trucks at the event.
3. Any outdoor cooking with grills shall have a cooking permit as well as an inspection. The inspection can be performed prior to the start of the event.
4. All exits and aisles shall be maintained; clear and free of any of obstructions.
5. All occupancy loads shall be adhered to at all times. Event coordinator shall provide an occupancy counter and a person who will keep an account of the number of people at your event.
6. A Fire Department vehicle may make a trip to your location. This will vary based on the type and size of the event. The Fire Department vehicle may be on duty. The time at the event may be limited due to fire call volume.
  - The Fire Department may walk through to inspect and ensure there are no fire code violations.
  - Assist if a medical call occurs.
  - Show the fire truck and talk about fire safety education to children and adults.

Please see attached cooking permit application.

# TEANECK FIRE DEPARTMENT

## BUREAU OF FIRE PREVENTION

1231 Teaneck Road, Teaneck, New Jersey 07666  
(201)808-8080 Ext. 5200 - Fax (201)837-4801

### FIRE SAFETY PERMIT APPLICATION

The NJ 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 inspection by the Fire Marshal." [N.J.A.C. 5:70-2.7(a)]

DATE OF APPLICATION: \_\_\_\_\_

REGISTRATION #: \_\_\_\_\_

#### PROPERTY INFORMATION

NAME OF BUSINESS/PREMISES:
ADDRESS: _____ TEANECK, NEW JERSEY 07666
PHONE NUMBER:

#### APPLICANT INFORMATION

NAME:
ADDRESS: _____
PHONE NUMBER:

Permit requested for the following dates: \_\_\_\_\_ Permit requested for one year term: \_\_\_\_\_

**NOTE: Attach additional signed sheets if more space is needed.**

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

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And/or for the storage, occupancy, use, sale, handling, or the manufacturing of the following:

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State the quantities and method for each category to be stored or used:

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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 such hereby agree to comply with the applicable requirements of the fire code as well as any specific conditions imposed by the fire official.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

Email Address: (Print legible) \_\_\_\_\_

#### FOR OFFICIAL USE ONLY

Permit type: _____	Permit Fee: _____	Permit Number: _____
Fire Official Signature: _____		

SEE REVERSE SIDE FOR PERMIT TYPES AND FEES

# PERMIT TYPES AND FEES

## Type 1 Permit - \$ 54.00

1. Bonfires;
2. The use of a torch or flame-producing device to remove paint from, or seal membrane roofs on, any building or structure;
3. The occasional use of any non-residential occupancy other than Use Groups F, H or S for group overnight stays of persons over 2-1/2 years of age, in accordance with section F-709.0 of the Fire Prevention Code;
4. Individual portable kiosks or displays when erected in a covered mall for a period of less than 90 days, and when not covered by a Type 2 permit;
5. The use of any open flame or flame producing device, in connection with any public gathering, for purposes of entertainment, amusement, or recreation;
6. Welding and cutting operations except where the welding and cutting is performed in areas approved for welding and is registered as a type B Life Hazard use;
7. The possession or use of explosives or blasting agents, other than model rocketry engines regulated under N.J.A.C. 12:194;
8. The use of any open flame or flame-producing device in connection with the training of non-fire service personnel in fire suppression or extinguishment procedures;
9. The occasional use in any building of a multipurpose room, with a maximum permitted occupancy of 100 or more for amusement, entertainment or mercantile type purposes.
10. The storage or handling of class I flammable liquids in closed containers of aggregate amounts of more than 10 gallons, but not more than 660 gallons inside a building, or more than 60 gallons, but not more than 660 gallons outside a building.
11. The storage or handling of class II or IIIA combustible liquids in closed containers of aggregate amounts of more than 25 gallons, but not more than 660 gallons inside a building, or more than 60 gallons, but not more than 660 gallons outside a building.
12. Any permanent cooking operation that requires a suppression system in accordance with N.J.A.C. 5:70-4.7(g) and is not defined as a life hazard use in accordance with N.J.A.C. 5:70-2.4.
13. The use as a place of public assembly, for a total of not more than 15 days in a calendar year, of a building classified as a commercial farm building under the Uniform Construction Code.

## Type 2 Permit - \$214.00

1. Bowling lane resurfacing and bowling pin refinishing involving the use and application of flammable liquids or materials;
2. Fumigation or thermal insecticide fogging;
3. Carnivals and circuses employing mobile structure used for human occupancy;
4. The use of a covered mall in any of the following manners:
  - (a) Placing or constructing temporary kiosks, display booths, concession equipment or the like in more than 25 percent of the common area of the mall;
  - (b) Temporarily using the mall as a place of assembly;
  - (c) Using open flame or flame devices;
  - (d) Displaying liquid or gas fueled powered equipment; or
  - (e) Using liquefied petroleum gas, liquefied natural gas, and compressed flammable gas in containers exceeding 5 pound capacity.
5. Storage outside of buildings of LP-gas cylinders when a part of a cylinder exchange program.

## Type 3 Permit - 427.00

1. Industrial processing ovens or furnaces operating at approximately atmospheric pressure and temperature not exceeding 1400 degrees Fahrenheit which are heated with oil and gas fuel or which contain flammable vapors from the product being processed;
2. Any wrecking yard or junk yard; or
3. The storage or discharge of fireworks.

## Type 4 Permit - \$641.00

1. Storage or use at normal temperature and pressure or more than 2000 cubic feet of flammable compressed gas or 6000 cubic feet or non-flammable compressed gas;
2. The production or sale of cryogenic liquids; the storage or use of more than 10 gallons of liquid oxygen, flammable cryogenic liquids or cryogenic oxidizers; or the storage of more than 500 gallons of non-flammable, nontoxic, cryogenic liquids;
3. The storage, handling, and processing of flammable, combustible, and unstable liquids in closed containers and portable tanks in aggregate amounts of more than 660 gallons;
4. To store or handle (except medicines, beverages, foodstuffs, cosmetics, and other common consumer items, when packaged according to commonly accepted practices):
  - (a) More than 55 gallons of corrosive liquids;
  - (b) More than 500 pounds of oxidizing materials;
  - (c) More than 10 pounds of organic peroxides;
  - (d) More than 500 pounds of nitromethane;
  - (e) More than 1000 pounds of ammonium nitrate;
  - (f) More than one microcurie of radium not contained in a sealed source;
  - (g) More than one millicurie of radium or other radiation material in a sealed source or sources;
  - (h) Any amount of radioactive material for which the specific license from the Nuclear Regulator Commission is required; or
  - (i) More than 10 pounds of flammable solids.
5. The melting, casting, heating, treating, machining or grinding of more than 10 pounds of magnesium per working day; or

## Type 5 Permit - \$1,380.00

1. Reserved.

**TEANECK FIRE DEPARTMENT  
BUREAU OF FIRE PREVENTION  
1231 Teaneck Road, Teaneck, New Jersey 07666  
(201)808-8080 Ext. 5200 - Fax (201)837-4801**

**Use of Open Flame for Cooking:**

**COOKING USING PROPANE OR SOLID FUELS SUCH AS  
CHARCOAL OR WOOD**

- 1. A minimum of a 2-A;10-B:C shall be present at all times. A 2.5 Gal. water extinguisher may be used for solid fuel devices.**
- 2. Applicant must provide method of extinguishment if using a solid fuel. Garden hose or buckets of water are acceptable.**
- 3. Open Flames or Portable LP-gas shall not be stored or used:**
  - a. On or in any portion of a building;**
  - b. Within any room or space of a building;**
  - c. Within 10 feet of any combustible exterior wall;**
  - d. Within 10 feet vertically or horizontally, of any opening in any wall;**
  - e. Under any building overhang.**
- 4. Any tent shall have a flame retardant certificate or tag available for the Fire Inspector.**



## SPECIAL EVENTS LICENSE (2024)

RETAIL FOOD ESTABLISHMENT  
TEANECK HEALTH DEPARTMENT  
818 TEANECK ROAD  
TEANECK, NJ 07666  
(201) 837-1600 Ext. 1500

Application is hereby made for a license to operate a retail food establishment as defined in ordinance Sec. 17-21 of the Township of Teaneck, NJ.

**Applications shall be received by the Teaneck Health Department at least 7 days prior to the scheduled event. Failure to submit required paperwork in a timely manner may result in the denial of special event license.**

FEE \$60.00

Event Information	
Event Name:	Date of Event:
Event Address:	Time frame of the event:
Name of event coordinator:	
Phone number of Coordinator:	Email of Coordinator:

Vendor's Information		
Business name:	Owner's Name:	
Phone Number:	Email:	
Mailing Address:		
City:	State:	Zip code:
Time Operator will be set up for inspection:		



Nature of On-Site set up: (Food truck – Trailer – Table) Other: \_\_\_\_\_

Food Preparation/Information		
Menu: List food items to be prepared/Sold		
Where is food purchased? (Please keep invoices)		
Where are you holding Potentially Hazardous Foods (PHFs)? If applicable. Ex: Cold foods at 41F or below. Hot foods at 135F or above after cooked.		
Cold Holding Equipment: Refrigerator – Cooler with ice – Freezer Other: _____	Hot holding equipment: Stove – Steam table – Oven – Grill Other: _____	
Where will food be prepared? Please provide proof of commissary and fill out next section.		
Commissary/Service Area Name and Phone #:		Address:
City:	State:	Zip Code:

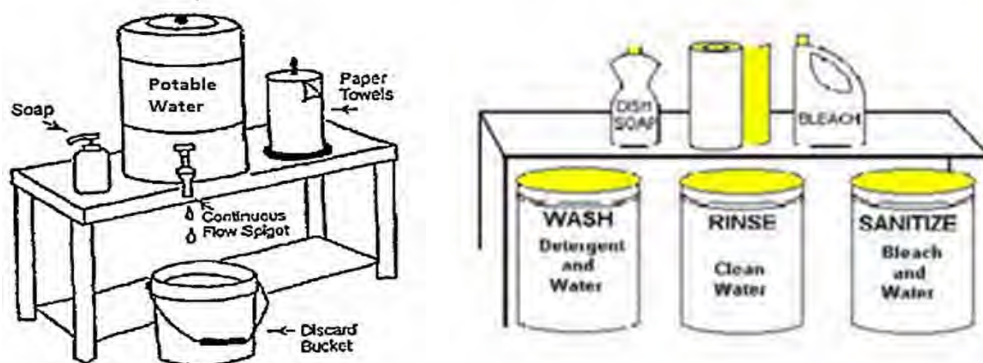
Please note: Food prepared at home is prohibited. All food preparation prior to event must be done at a licensed kitchen.

**Documentation Needed:**

- Food Manager/ Food Handlers Certification
  - Business License
  - Last Inspection report
  - Commissary License – If applicable
  - Commissary Inspection Report – If applicable
- **Please reach out to the Fire Department, as depending on the type of prep (propane, grill etc.) you may have to obtain permits from them as well.**
- ❖ **The following set up is required and expected at time of inspection:**

### Temporary On-Site set up:

- Temporary handwashing station must be set-up and be accessible. A container full of warm water with a spigot type dispenser, soap, paper towels, a wastebasket, a container to collect wastewater. \*See image next page
  - Sanitizers (Bucket/Spray bottle) must be set up for prep areas with their proper test strips (Chlorine (50ppm – 100ppm), Quaternary Ammonium (200ppm – 400ppm), or Other
- 
- Temporary Wash/Rinse/Sanitize set up. \*See image below



- No Ill/Sick food handlers permitted.
- Bare handed contact with Ready to Eat (RTE) foods is not permitted.
- Proper separation of raw meats, poultry from RTE food is expected to avoid cross contamination.
- Proper reheating to 165F or above is expected before hot holding at 135F or above. Hot holding units may not be used for reheating.
- The use of thermometer is required to monitor proper temperatures.
- All in-use equipment, utensils and single service items must be maintained in a clean sanitary condition.
- All in-use equipment, utensils and single service items must be maintained in good condition (no chips, etc.)
- All food products must be kept at least 6 inches off the floor.
- All areas of set up/station(s) must be kept clean, free of litter with an adequate amount of receptacles/Garbage containers.

#### o **Please do not hesitate to contact us if you have any questions**

- In consideration of such license, applicant agrees to comply with the statutes, ordinances, rules, & regulations of New Jersey Department of Health and the Township of Teaneck.
- Applicant further agrees to permit the representative of the Teaneck Health Department to collect for examination, samples of any food or product intended for human consumption, kept on the premises.
- Applicant further agrees immediately to advise the Teaneck Health Department of any contemplated change pertaining to the information provided on this application.
- License, if granted, is upon express condition of forfeiture or revocation of license if the license, his agent or servant shall violate the agreements set forth herein.

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Office Use Only

LICENSE # \_\_\_\_\_

DATE OF ISSUE \_\_\_\_\_