



# NEW BUSINESS APPLICATION PACKET FOR MERCANTILE LICENSE

Fee: \$50

Borough of Highlands  
151 Navesink Avenue  
Highlands, NJ 07732  
Phone: (732) 872-1224  
[www.highlandsnj.gov](http://www.highlandsnj.gov)

## INSTRUCTIONS - PLEASE READ CAREFULLY

This Mercantile Application Package includes all applicable Highlands Borough forms and Applicant Checklist required to be completed in order for this License Application to be reviewed.

It is the responsibility of the Business Owner to complete all forms included in this packet and obtain all necessary approvals. A MERCANTILE LICENSE WILL NOT BE ISSUED UNTIL DOCUMENTS HAVE BEEN RECEIVED AND APPROVED BY THE CLERK

### APPLICATIONS INCLUDED AS PART OF THIS APPLICATION PACKET FOR MERCANTILE LICENSE:

- ✓ Application for Mercantile License – filed with the *Borough Clerk Office*
- ✓ Application for Zoning Permit – filed with the *Zoning Office*
- ✓ Application for Business Certificate of Inspection – filed with the *Fire Prevention Secretary*
- ✓ Registration of Business as Non-Life Hazard Use – filed with the *Bureau of Fire Prevention*

### THE BUSINESS OWNER MUST:

- Complete the **Zoning Permit Application** and file it with the *Zoning Officer*. **YOU SHOULD NOT PROCEED WITH ANY REMAINING STEPS UNTIL YOU FIRST RECEIVE A ZONING APPROVAL.**
- Cooperate with the Highlands Police Department for a **Background Check**
  - All new applicants are required to be fingerprinted. The Highlands Police Department Will reach out to you with instructions for fingerprinting and background check. There is a separate fee for 3rd party fingerprinting.
- Obtain your **Zoning Permit**, which will be your approval for a **Business Commencement of Use**
- Complete the **Application for Business Certificate of Inspection** and file it with *Housing Secretary*
  - ALL inspections performed by the Department of Buildings & Housing and Bureau of Fire Prevention must pass, and ALL construction permits on the property must be closed and ALL violations on the property must be abated prior to the issuance of a Mercantile License
- Schedule your Business Certificate Inspection (Building & Housing) with the *Housing Secretary*
- Complete **Registration of Business as Non-Life Hazard Use** & file with the *Bureau Fire Prevention Secretary*
  - All businesses are required to register with the Bureau of Fire Prevention as a Non-Life Hazard Use (NLHU) and separate Fees are applicable. Fees are dependent on the Type of NLHU
- Schedule your **Non-Life Hazard Inspection** with the *Housing Secretary*
- Obtain your **NLHU Certificate of Inspection** from the **Bureau of Fire Prevention Secretary** after inspection
- Obtain **Monmouth County Health Department** inspections & **Certificate of Inspection**, if applicable
  - Any business cooking and/or selling of any type of food or drink for human consumption MUST have a Board of Health License in addition to their Mercantile License. Please contact Monmouth County Board of Health at (732) 431-7456 for Health License
- Provide your Certificate of Business Insurance
- Complete the **Application for Mercantile License** and return it fully completed with all Approvals and Certificates noted above to the *Borough Clerk*
  - Application is to be completed and filed by a sole owner, partner or corporate officer. All sections must be completed, including Emergency Contact information. If a portion or question does not apply, please indicate with “not applicable”.
    - ⇒ Corporations must submit a copy of Certificate of Incorporation
    - ⇒ Partnerships must submit a copy of Operating Agreement
    - ⇒ LLCs must submit a copy of Certificate of Formation
    - ⇒ If you do not own the business premises, you must provide a lease/rental agreement or consent from the property owner

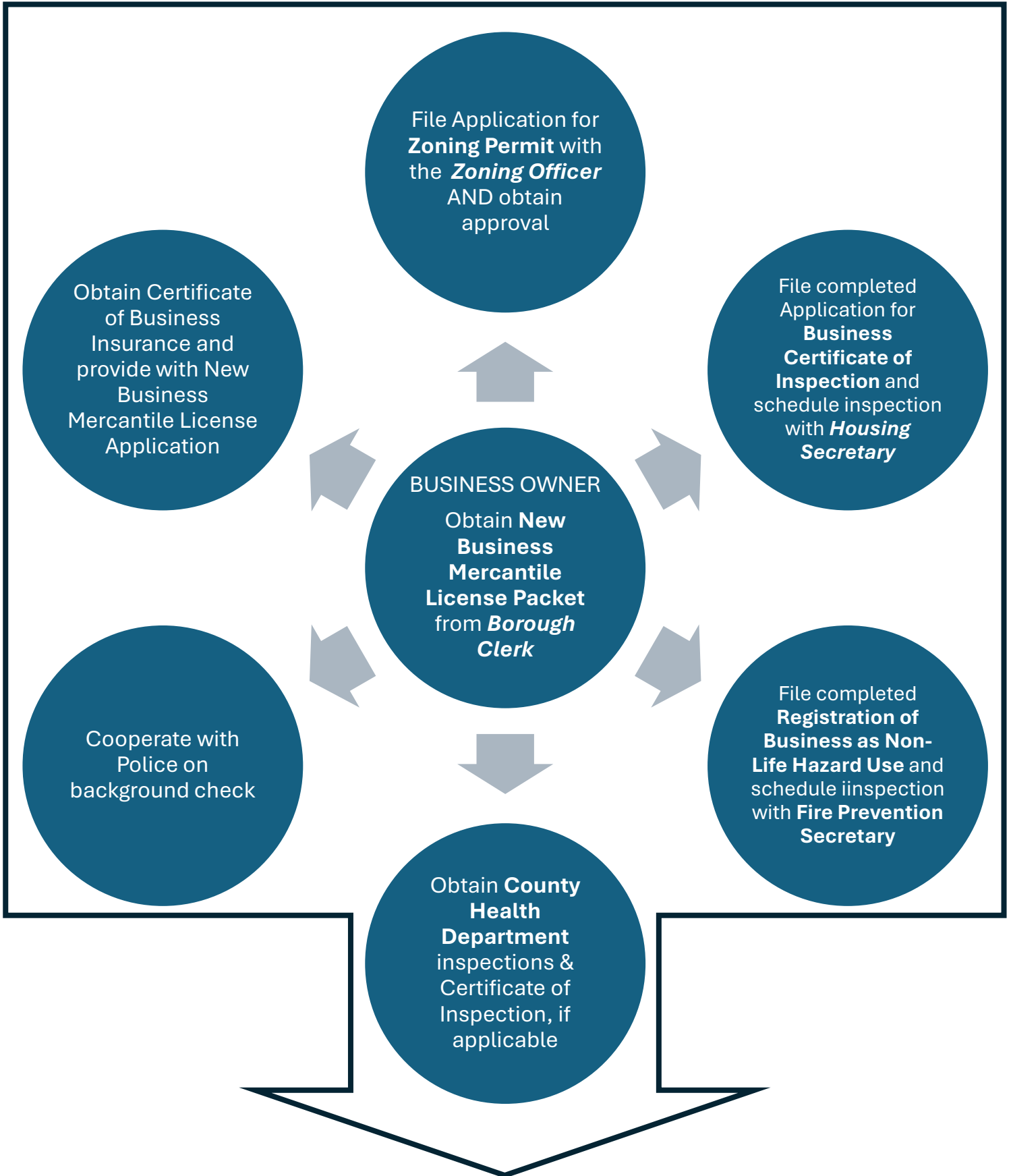
<b>New Business Mercantile License Application Checklist</b>			
<b>Checklist Item</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>
Have you obtained a <b>Zoning Permit (Fee: \$50)</b> ( <i>Commencement of Use</i> ) from the <b>Zoning Officer</b> approving the proposed business activity for the identified location?			
Have you submitted your proposed business signage design plans and <b>Zoning Permit</b> for a Sign ( <b>\$50 Fee</b> ) to the <b>Zoning Officer</b> ? See Sign Design Guidelines on E code.			
Are you a Corporation? If so, have you attached your Certificate of Incorporation?			
Are you a partnership? If so, have you attached your Operating Agreement?			
Are you an LLC? If so, have you attached your Certificate of Formation?			
Did you provide your Certificate of Business Insurance?			
Have you completed the <b>Mercantile License Application (Fee: \$50)</b> and ALL required forms and applications in their entirety? If a particular section or portion does not apply, please indicate with “not applicable” statement. Payment may be mailed to Borough Clerk <a href="mailto:clerk@highlandnj.gov">clerk@highlandnj.gov</a>			
Have you completed your background check. Highlands Police Department will reach out to you with instructions for fingerprinting, and background check. There is a separate fee for third-party fingerprinting.			
If you do not own the business premise, have you provided a lease/rental agreement and completed the PERMISSION FOR USE OF PREMISES? (Page 4 of Mercantile Application)			
Have you completed the attached EMERGENCY CONTACT INFORMATION FORM? (Page 5 of Mercantile Application)			
Have you obtained your <b>Business Certificate of Inspection</b> (FEE:\$225) from the Department of Buildings & Housing? (scheduled with the <b>Housing Secretary</b> ) <a href="mailto:cashier@highlandsnj.gov">cashier@highlandsnj.gov</a>			
If your establishment will be involved in the handling of food, have you contact the <b>Board of Health</b> <a href="mailto:Richard.englert@co.monmouth.nj.us">Richard.englert@co.monmouth.nj.us</a> for your Health Certificate? Phone: (732) 431-7456, ext. 7493 <a href="#">CLICK HERE FOR THE MONMOUTH COUNTY BOARD OF HEALTH</a>			
Have you completed your <b>Application for Registration of a Business - Non-Life Hazard Use</b> . Fees are applicable and are dependent on the Type of NLHU. Payment must be made to the <b>Fire Prevention Secretary</b>			
Have you obtained your <b>NLHU Certificate of Inspection</b> from <b>Bureau of Fire Prevention</b> . Certificates are issued by the <b>Fire Official</b> upon passing inspection			
If <u>New Construction</u> , have you been issued a Certificate of Occupancy from <b>Department of Buildings &amp; Housing</b> ? Contact Alicia Jones, Technical Assistant at <a href="mailto:ajones@highlandsnj.gov">ajones@highlandsnj.gov</a>			
<b>MERCANTILE LICENSE WILL BE ISSUED WHEN ALL CHECKLIST ITEMS ARE RECEIVED</b>			
<b>BUSINESS SIGNS ARE NOT PERMITTED TO BE INSTALLED UNTIL MERCANTILE LICENSE HAS BEEN ISSUED</b>			

**Department Contacts:**

All Department Contacts are located in the Highlands Municipal Building, 2<sup>nd</sup> floor, 151 Navesink Avenue

<b>Department</b>	<b>Contact Name</b>	<b>Email</b>
BOROUGH CLERK	Nancy Tran	<a href="mailto:clerk@highlandsnj.gov">clerk@highlandsnj.gov</a>
ZONING OFFICER	Courtney Lopez	<a href="mailto:clopez@highlandsnj.gov">clopez@highlandsnj.gov</a>
DEPT. of BUILDINGS/HOUSING TECHNICAL ASSISTANT	Alicia Jones	<a href="mailto:ajones@highlandsnj.gov">ajones@highlandsnj.gov</a>
HOUSING SECRETARY	Kevin Rooney	<a href="mailto:cashier@highlandsnj.gov">cashier@highlandsnj.gov</a>
FIRE PREVENTION SECRETARY	Kevin Rooney	<a href="mailto:cashier@highlandsnj.gov">cashier@highlandsnj.gov</a>
FIRE OFFICIAL	Charles Wells	<a href="mailto:cwells@highlandsnj.gov">cwells@highlandsnj.gov</a>
HOUSING INSPECTOR/FIRE PREVENTION SPECIALIST	Albert Souza	<a href="mailto:asouza@highlandsnj.gov">asouza@highlandsnj.gov</a>
CODE ENFORCEMENT OFFICER	William Brunt	<a href="mailto:wbrunt@highlandsnj.gov">wbrunt@highlandsnj.gov</a>
CRS COORDINATOR	Kathy Shaw	<a href="mailto:kshaw@highlandsnj.gov">kshaw@highlandsnj.gov</a>

# NEW BUSINESS MERCANTILE LICENSE WORKFLOW



**SUBMIT THE FULLY COMPLETED APPLICATION TO THE BOROUGH CLERK**

# OFFICE USE ONLY

Department	Comments			Date Approved
Zoning, Use, Signage				
Police				
Construction				
Housing				
Code Enforcement				
Fire Prevention				
Health Department				
Administrator Initials	Approved:	Denied:	Date:	
Administrator Comments:				
Denial and Appeal Notice	Date: Mailed on:	Appeal Filed?	Date:	
Clerk-Licensed Issued:		Date:		
Fees Collected:		Date:		

**NOTES:**



# NEW BUSINESS MERCANTILE LICENSE APPLICATION

## BUSINESS INFORMATION

- CORPORATION: ATTACH CERTIFICATE OF INCORPORATION & COMPLETE EXHIBIT A**
- LIMITED LIABILITY COMPANY: ATTACH CERTIFICATE OF FORMATION & COMPLETE EXHIBIT A**
- PARTNERSHIP: ATTACH OPERATING AGREEMENT & COMPLETE EXHIBIT B**
- SOLE OWNER**

Business Name \_\_\_\_\_

Business Address \_\_\_\_\_ Phone No. ( ) Unlisted \_\_\_\_\_

Block \_\_\_\_\_ Lot \_\_\_\_\_ Unit No. \_\_\_\_\_

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

Description or nature of business \_\_\_\_\_

Hours and days of operation \_\_\_\_\_

**ZONING PERMIT IS ATTACHED**

Is this a food establishment?       YES       NO

**COPY OF BOARD OF HEALTH CERTIFICATE ATTACHED**      Number of seats: \_\_\_\_\_

Number of vending machines \_\_\_\_\_ Number of amusement machines \_\_\_\_\_ Square footage of property \_\_\_\_\_

Previous use of space \_\_\_\_\_

Is this space rented or leased?       YES       NO

**COPY OF RENTAL/LEASE AGREEMENT IS ATTACHED (If none, owner's written permission is required)**

Applicant Name \_\_\_\_\_ Applicant Date of Birth \_\_\_\_\_

Applicant Home Address \_\_\_\_\_

Home Ph. ( ) Unlisted \_\_\_\_\_ Email \_\_\_\_\_ Cellular Ph. ( ) Unlisted \_\_\_\_\_

- Other than traffic offenses, as an adult, have you ever
- 1. Been convicted of any crime; or
  - 2. Been in violation of any municipal ordinances.       YES       NO

If yes, indicate the following:

Date of Offense	Place of Conviction	Nature of Offense	Punishment/Penalty Imposed

I hereby certify that the foregoing information given on this application is true and complete to the best of my knowledge and belief. I further agree to comply with all the laws and ordinances of the Borough of Highlands applicable to the operation of the business described herein. I understand that in the event any information given was willfully false, the license being applied for herein shall be declared null and void.

Signature➔ \_\_\_\_\_ Date \_\_\_\_\_

**THIS APPLICATION MUST BE RETURNED TO THE BOROUGH CLERK FULLY COMPLETED WITH ALL APPROVALS**

Clerk email: clerk@highlandsnj.gov  
Phone 732-872-1224, ext. 207



**New Business Mercantile  
License Application Page 1 of 5**

**CORPORATION SUPPLEMENT TO MERCANTILE LICENSE APPLICATION  
Exhibit A**

Applicant Name/Corporate Officer \_\_\_\_\_ Corporate Title \_\_\_\_\_

Corporation Name \_\_\_\_\_

Corporation Address \_\_\_\_\_

Corporation Phone No. \_\_\_\_\_ Corporation Email \_\_\_\_\_

Home Address \_\_\_\_\_ Date of Birth \_\_\_\_\_

Home Phone No. ( ) unlisted \_\_\_\_\_ Cell Phone No. ( ) unlisted \_\_\_\_\_

Home Email \_\_\_\_\_

Other than traffic offenses, have you ever

1. been convicted of any crime; or
2. been in violation of any municipal ordinances.  YES  NO

If yes, indicate the following:

Date of Offense	Place of Conviction	Nature of Offense	Punishment/Penalty Imposed

**CERTIFICATION**

I hereby certify that the foregoing information given on this application is true and complete to the best of my knowledge and belief. I further agree to comply with all the laws and ordinances of the Borough of Highlands applicable to the operation of the business described herein. I understand that in the event any information given was willfully false, the license being applied for herein shall be declared null and void.

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



**PARTNERSHIP SUPPLEMENT TO MERCANTILE LICENSE APPLICATION  
Exhibit B**

Applicant Name/Partner \_\_\_\_\_ Partnership Title \_\_\_\_\_

Partnership Name \_\_\_\_\_

Partnership Address \_\_\_\_\_

Partnership Phone No. \_\_\_\_\_ Partnership Email \_\_\_\_\_

Home Address \_\_\_\_\_ Date of Birth \_\_\_\_\_

Home Phone No. ( ) unlisted \_\_\_\_\_ Cell Phone No. ( ) unlisted \_\_\_\_\_

Home Email \_\_\_\_\_

Other than traffic offenses, have you ever

1. Been convicted of any crime; or
2. Been in violation of any municipal ordinances.  YES  NO

If yes, indicate the following:

Date of Offense	Place of Conviction	Nature of Offense	Punishment/Penalty Imposed

**CERTIFICATION**

I hereby certify that the foregoing information given on this application is true and complete to the best of my knowledge and belief. I further agree to comply with all the laws and ordinances of the Borough of Highlands applicable to the operation of the business described herein. I understand that in the event any information given was willfully false, the license being applied for herein shall be declared null and void.

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



**PERMISSION FOR USE OF PREMISES**

Property Location \_\_\_\_\_  
Block \_\_\_\_\_  
Lot \_\_\_\_\_  
Unit \_\_\_\_\_

Owner Name \_\_\_\_\_  
Owner Address \_\_\_\_\_

I, \_\_\_\_\_, owner of the property/premises listed hereinabove, hereafter referred to as property, give permission to \_\_\_\_\_, to use said property for the purpose of conducting the business of \_\_\_\_\_.

Dated: \_\_\_\_\_

*Notary*

*Subscribed and sworn to before me this*  
*\_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_.*  
\_\_\_\_\_

*[seal]*





# EMERGENCY CONTACT INFORMATION FORM

The Borough of Highlands Bureau of Fire Prevention is requesting updated “emergency contact” phone numbers for your business. The phone numbers are essential in helping the Borough protect your business and aid in contacting you in the event of an emergency. Updating the required phone numbers for your business owners, managers, or employees will help us provide better service and security for your establishment.

It is mandatory that this form be returned with the telephone numbers of at least three people who can be contacted in the event of an alarm or problem at your business. Contacts should live close to the business so that, if necessary, they may respond to the location to assist with the resolution of any problems and/or concerns during non-working hours.

**EMERGENCY CONTACTS MUST BE SUPPLIED**

Actual Business Name (not corporation) \_\_\_\_\_  
Business Telephone Business Email \_\_\_\_\_  
Business Location (Address-include \_\_\_\_\_  
suite/apt./lot number) \_\_\_\_\_  
Business Mailing Address \_\_\_\_\_

Name	_____	Email	_____
Address	_____	City/State/Zip	_____
Business Phone	_____	Cell Phone	_____

Name	_____	Email	_____
Address	_____	City/State/Zip	_____
Business Phone	_____	Cell Phone	_____

Name	_____	Email	_____
Address	_____	City/State/Zip	_____
Business Phone	_____	Cell Phone	_____

If the Application is Denied, Applicant shall have ten days from the receipt of notice of disapproval to appeal to Borough Council. The Council shall render a decision no later than 30 days after the date the appeal is received. You may file the letter of appeal with the Clerk.





# Zoning Permit Application

**Borough of Highlands**  
151 Navesink Avenue  
Highlands, NJ 07732  
Phone: (732) 872-1224  
<http://www.highlandsnj.gov/>

All applications must be submitted with a property survey showing structure(s) size & location. Businesses must show the scope of the business and include all activities as part of the business

## AN INITIAL ESCROW FEE OF \$425 IS REQUIRED ON APPLICATIONS REQUIRING A GRADING REVIEWS

Resubmission of a Grading Plan is \$175

### ZONING PERMIT FEES

Addition: \$300	Garage: \$300	Renovation: \$50
Alteration: \$50	Generator/HVAC: \$50	Retaining Wall: \$50
Antenna: \$300	New Business: \$50	Single/Two Fam Dwell: \$300
Bulkhead: \$300	New Construction: \$300	Shed: \$50
Change of Use: \$50	Pavers: \$50	Sign: \$50
Driveway/Walkway: \$300	Pool: \$50	Storage Pod: \$50
Fence: \$50	Porch/Deck/Patio/Steps: \$50	Other: \$50

[CLICK HERE FOR FEE ORDINANCE](#)



APPLICANT Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ Phone# \_\_\_\_\_ Email: \_\_\_\_\_

Commercial Property Owner Name: \_\_\_\_\_

New Business Name: \_\_\_\_\_

Signed Lease?  
 YES  NO

### LOCATION OF THE WORK

Block: \_\_\_\_\_ Lot(s): \_\_\_\_\_ Zone: \_\_\_\_\_ Flood Zone: \_\_\_\_\_

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

### DESCRIPTION OF THE WORK TO BE PERFORMED (OR USE PROPOSED)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Has this property received a Land Use Board Resolution?  YES  NO

If YES, Provide the Resolution Number: \_\_\_\_\_

Check one:  New\*  Addition\*  Alteration  Repair  Other

I certify the attached survey is accurate relating to existing and proposed improvements. In addition, I grant permission to the Borough of Highlands and their Agents to come onto the subject property, for the purposes of conducting inspections, relating to the application.

YES \_\_\_\_\_ NO \_\_\_\_\_

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

### GRADING REVIEW

A Grading Review is required for all New Construction, Additions, In-ground Pools, and Accessory Structures that exceed 500 square feet. Note: A Zoning Permit indicates that the proposed project conforms to the planning/zoning regulations of the Borough of Highlands. A building permit is required (per the requirements of the Uniform Construction Code of NJ) BEFORE beginning work. The Zoning Permit is valid for one year. If your application has been denied, you may appeal this denial to the Land Use Board as provided by the New Jersey Municipal Land Use Law. You must submit a letter of appeal to the Land Use Board Secretary **within 20 days**.

\*NOTE: Applications for new construction, additions, and substantial improvements will require a [Floodplain Development Permit](#)

Last Revised 10.8.2024



# Application for Business Certificate of Inspection

Borough of Highlands  
151 Navesink Avenue  
Highlands, NJ 07732  
Phone: (732) 872-1224, ext. 204  
<http://www.highlandsnj.gov/>

***This Application may be completed by the new owner or tenant of the premises, or their respective agents***

**NOTE: In addition to completing this application, the applicant must also file a [Zoning Permit](#) for commencement of use with the Zoning Officer.**

**COMPLETED APPLICATION MAY BE SUBMITTED TO THE HOUSING SECRETARY at [cashier@highlandsnj.gov](mailto:cashier@highlandsnj.gov)**

Pursuant to [Ordinance § 10-14.1](#) New Tenants or Owners Required to Obtain a **Business Certificate of Inspection** prior to occupying any commercial space for business use.

*No premises or portion of premises of a commercial or industrial property, whether in a commercial or industrial zone or in a different zone by reason of a nonconforming use, shall be relet, rerented or sold and thereafter occupied by a new tenant or owner without the appropriate application for and issuance of a **business certificate of inspection**.*

### INSPECTION FEES

Pursuant to [§ 10-2.3](#) First Inspection: \$225 Subsequent Reinspections: \$50

### PROPERTY INFORMATION

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

Name of the Property Owner: \_\_\_\_\_

Property Owner's Home Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

### TENANT & AGENT INFORMATION

Name of the Proposed Tenant: \_\_\_\_\_

Tenant's Property Address: \_\_\_\_\_

Tenant's Home Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Agent's Name (if any) \_\_\_\_\_

Agent's Phone Number: \_\_\_\_\_ Agent's Email: \_\_\_\_\_

### BUSINESS, OCCUPANCY & USE

Proposed Tenant's Business Name: \_\_\_\_\_

Proposed Occupancy Use: \_\_\_\_\_ Square Feet of Tenant Space: \_\_\_\_\_ Sq. Ft.

Provide Brief Description of Proposed Use: \_\_\_\_\_

Tenant's Home Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**Type of Occupancy (choose only one)**

New Construction-Initial Tenant     Tenant to Tenant     Change in Ownership     Change in Use

### BUILDING DEPARTMENT USE ONLY

Amount Paid: \_\_\_\_\_ Check #: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Collected By: \_\_\_\_\_



**BOROUGH of HIGHLANDS – BUREAU of FIRE PREVENTION**

151 Navesink Avenue, Highlands NJ 07732  
Administrative Office: (732) 872-1224 Ext. 204  
Fax: (732) 872-0670

Charles Wells  
Fire Official  
cwells@highlandsnj.gov  
732-872-1224 x 252

**APPLICATION FOR REGISTRATION OF BUSINESS**  
**NON-LIFE HAZARD USE**

**COMPLETED APPLICATION MAY BE EMAILED TO THE FIRE PREVENTION SECRETARY AT  
cashier@highlandsnj.gov**

Borough **Ordinance 11-7** requires that the owner of all businesses, occupancies, buildings, structures, or premises required to be inspected thereunder shall apply annually to the Local Enforcing Agency for a Certificate of Registration upon forms provided by the Fire Official. It is a VIOLATION of this ORDINANCE for any owner to fail to register a business with the Local Enforcing Agency and/or Fire Official.

Office Use Only Local ID #: \_\_\_\_\_ State ID #: \_\_\_\_\_ Registration Date: \_\_\_\_\_

**BUSINESS NAME (or DBA):** \_\_\_\_\_

Street Address: \_\_\_\_\_ Suite #/Floor: \_\_\_\_\_

Town: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Name of Shopping Center or Office Building: \_\_\_\_\_

Premises Phone #: \_\_\_\_\_ Cell #: \_\_\_\_\_ Own or Lease?: \_\_\_\_\_

**BUSINESS INFORMATION (Check one):**  Corporation  LLC  Partnership  Individual

Registered Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Suite #/Floor: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email Address: \_\_\_\_\_

Fed ID#: \_\_\_\_\_ Website: \_\_\_\_\_

**BUSINESS OWNER PERSONAL INFORMATION**

Business Owner's Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone #: \_\_\_\_\_ Cell#: \_\_\_\_\_

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

**PLEASE INDICATE WHERE ALL MAIL, ACTIONS, ORDERS OR NOTICES ARE TO BE SENT (Check one):**

Local Business Address  Business Owner  Building Owner  Property Manager

(continued on back)

**BUILDING OWNER INFORMATION**

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

Mailing Address: \_\_\_\_\_ Suite #/Floor: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email Address: \_\_\_\_\_

Fed ID#: \_\_\_\_\_

Property Management Company (if applicable): \_\_\_\_\_

Contact: \_\_\_\_\_ Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

**EMERGENCY CONTACTS (after hours/key holders):**

Contact #1 Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Contact #2 Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Contact #3 Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

**ALARM/SUPPRESSION SYSTEM INFORMATION:**

System Description: \_\_\_\_\_

Monitoring Company: \_\_\_\_\_

Phone #: \_\_\_\_\_

**DESCRIPTION OF USE/OCCUPANCY OF THIS BUILDING/BUSINESS:**

\_\_\_\_\_

I hereby acknowledge that I have read this application, that the information given is correct, 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 Uniform Fire Safety Code as well as any specific conditions imposed by the Fire Official.

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

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



# Borough of Highlands

## BUREAU OF FIRE PREVENTION

151 Navesink Avenue, Highlands, NJ 07732

732-872-1224, ext. 252

Charles Wells, Fire Official



### APPLICATION FOR FIRE SAFETY PERMIT

The Uniform Fire Code States: "It shall be unlawful to engage in any business activity involving the handling, storage or use of hazardous substances, materials or devices, or to maintain, store or handle materials; to conduct processes which produce conditions hazardous to life or property; to install equipment used in connection with such activities; or to establish a place of assembly without first obtaining a permit from the fire official." – N.J.A.C. 5:70-2.7(a)

#### LOCATION INFORMATION

MUNICIPAL CODE: 1317		REGISTRATION NUMBER:	
NAME:		STREET ADDRESS:	
MUNICIPALITY: Highlands		COUNTY: Monmouth	
STATE: NJ	ZIP CODE: 07732	PHONE NUMBER:	

#### APPLICANT INFORMATION

NAME:		STREET ADDRESS:	
MUNICIPALITY:		COUNTY:	
STATE:	ZIP CODE:	PHONE NUMBER:	FAX NUMBER:
EMAIL ADDRESS:			

Permit requested for:  The following date(s): \_\_\_\_\_ Starting time: \_\_\_\_\_ Ending time: \_\_\_\_\_  
or:  one year expiring on: \_\_\_\_\_

<b>Type 1:</b> (\$54)	<b>Use of:</b>	<input type="checkbox"/> Open flame or device w/training	<input type="checkbox"/> Multipurpose room
	<input type="checkbox"/> Bonfire or campfire	<input type="checkbox"/> Open flame or device w/public gathering	<input type="checkbox"/> Explosives or blasting agents
	<input type="checkbox"/> Outdoor maze	<input type="checkbox"/> Location for public assembly	<input type="checkbox"/> Cooking suppression system
	<input type="checkbox"/> Canopy or tent	<input type="checkbox"/> Location for special amusement	<b>Storage or handling of:</b>
	<input type="checkbox"/> Welding or cutting equipment	<input type="checkbox"/> Kiosk or display in a covered mall	<input type="checkbox"/> Class I flammable liquids
	<input type="checkbox"/> Torch or flame producing device	<input type="checkbox"/> Non-residential occupancy for over night stay	<input type="checkbox"/> Class II or IIIA combustible liquids
<b>Type 2:</b> (\$214)	<b>Conduct:</b>	<input type="checkbox"/> Special use of a covered mall building	<b>Storage of:</b>
	<input type="checkbox"/> Fumigation activities	<input type="checkbox"/> Bowling lane resurfacing	<input type="checkbox"/> LPG cylinders
	<input type="checkbox"/> Carnival or circus		
<b>Type 3:</b> (\$427)	<b>Use of:</b>	<b>Operation of:</b>	<input type="checkbox"/> Junkyard or waste handling plant
	<input type="checkbox"/> Fireworks	<input type="checkbox"/> Ovens or Furnaces	
<b>Type 4:</b> (\$641)	<input type="checkbox"/> Operations involving more than 10 pounds of Magnesium per day		
	<input type="checkbox"/> Storage, handling, or processing of more than 660 gallons of flammable, combustible, or unstable liquids		
	<input type="checkbox"/> Storage or use of more than 2,000 cubic feet of flammable or 6,000 cubic feet of non-flammable compressed gas		
	<input type="checkbox"/> Production or sale of cryogenic liquids or 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 nonflammable, non-toxic cryogenic liquids		
	<input type="checkbox"/> Storage or handling of more than 55 gallons of corrosive liquid, 500 pounds of oxidizing materials, 10 pounds of organic peroxides, 500 pounds of nitromethane, 1,000 pounds of ammonium nitrate, 1 micro curie of radium (non-contained), 1 milli curie of radium or other radiation material (contained), any radioactive material requiring a license from the NRC, or more than 10 pounds of flammable solids		

Describe activity (if storing materials give name, quantities & storage method; if using a multipurpose room give expected attendance):

Note: Attach additional sheet if space is insufficient

I hereby acknowledge that I am the owner, or duly authorized to act on the owner's behalf and as such hereby agree 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 by the Fire Official, and, if not, this permit may be revoked and I will be subject to penalties as provided by law.

Applicant's Signature

Title

Date

Make check payable to: **BOROUGH OF HIGHLANDS** and mail to: **151 NAVESINK AVENUE, HIGHLANDS NJ 07732**

#### FOR OFFICIAL USE ONLY

Permit type: \_\_\_\_\_  Conditions Imposed  Denied  Approved pending payment of a \$ fee \_\_\_\_\_ Check #: \_\_\_\_\_

**See reverse side for information concerning your administrative appeal rights.**

## ADMINISTRATIVE APPEAL RIGHTS

The owner of the premises or of the use, or an authorized agent of the owner MAY CONTEST THIS ORDER at an Administrative Hearing. The request for a hearing must be in writing within fifteen (15) days after receipt of this order and addressed to:

**Request to: Monmouth County Construction Board of Appeals  
P.O. Box 1255  
Freehold, N.J. 07728**

**Copy to: Highlands Fire Prevention  
151 Navesink Avenue  
Highlands, NJ 07732**

In accordance with N.J.A.C 5:70-2.19 an appeal shall be signed by a proper party and shall include:

- a) The date of the act, which is subject of the appeal;
- b) The name and status of the person submitting the appeal;
- c) The specific violations or other act claimed to be in error; and
- d) A concise statement of the basis for the appeal.

You are advised that only matters deemed to be CONTESTED CASES, as defined by the Administrative Procedures Act, will be scheduled for a hearing. If a hearing is scheduled, you will be notified in advance of the time and place.

### EXTENSIONS:

If a specified time has been given to abate a violation, YOU MAY REQUEST AN EXTENSION OF TIME by submitting a written request to the **HIGHLANDS FIRE PREVENTION BUREAU**. To be considered, the request must be made before the compliance date specified and must set forth the work accomplished, the work remaining, the reason why an extension of time is necessary and the date by which all work will be completed.

TAKE NOTICE THAT, pursuant to N.J.A.C. 5:70-2.10(d)2, an application for an extension constitutes an admission that the violation notice is factually and procedurally correct and that the violation does or did exist. In addition, the request for an extension constitutes a waiver of the right to a hearing as to those violations for which an extension is applied.

### PENALTIES:

Pursuant to N.J.A.C. 5:70-2.12A, a violation of the Code is punishable by monetary penalties of not more than five thousand dollars (\$5,000) per day or each violation. Each day a violation continues it is an additional, separate violation except while an appeal is pending.

ALSO TAKE NOTICE THAT, pursuant to N.J.A.C. 5:70-2.12A, when an owner has been given notice of the existence of a violation and has not abated the violation, that owner shall, in addition to being liable to the penalty provided for by N.J.A.C 5:70-2.12, be liable to a dedicated penalty in the like amount.

A violation that is recurring justifies imposition of an immediate penalty without the necessity for an interval in which corrections can be made. A violation shall be deemed to be recurring violation if a notice has been served within two (2) years from the date that a previous notice was served and the violation, premises and responsible party are substantially the same.

Claims arising out of penalty assessments can be compromised or settled if it shall be likely to result in compliance. Moreover, no such disposition can be finalized while the violation continues to exist.

Any penalties assessed are in addition to others previously assessed. Penalties must be paid in full within thirty (30) days after an order to pay. If full payment is not made within thirty (30) days, the local enforcing agency may institute a civil penalty action by a summary proceeding under the Penalty Enforcement Law (N.J.A.C. 2A:58-10 et seq.) in the Superior Court or municipal court.

### NOTICE:

If you require guidance or advice concerning your legal rights, obligations or the course of action you should follow, consult your own legal advisor.



# Borough of Highlands

## Bureau of Fire Prevention

151 Navesink Avenue, Highlands, New Jersey 07732

Phone: 732-872-1224, ext. 252

[www.highlandsnj.gov](http://www.highlandsnj.gov)



## Fire Safety Permit Descriptions

*N.J.A.C. 5:70-2.7 Permits required*

[Click Here for free Access to the New Jersey Administrative Code](#)

### Type 1 Permit:

- Bonfires;
- The use of a torch or flame-producing device to remove paint from, or seal membrane roofs on, any building or structure
- The occasional use of any non-residential occupancy other than Use Groups F, H, or S for group overnight stays of persons over 21/2 years of age, in accordance with N.J.A.C. 5:70-3, the State Fire Prevention Code, Section 408.14
- 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
- The use of any open flame or flame-producing device, in connection with any public gathering, for purposes of entertainment, amusement, or recreation
- Welding or cutting operations except where the welding or cutting is performed in areas approved for welding by the fire official and is registered as a type B life hazard use
- The possession or use of explosives or blasting agents, other than model rocketry engines regulated under N.J.A.C. 12:194
- 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
- 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
- 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
- The storage or handling of class II or IIIA combustibles 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
- 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 (**includes Food Trucks**)
- 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
- The temporary use of any building or portion thereof as a special amusement building for a total of not more than 15 days in a calendar year
- The erection, operation, or maintenance of any tent, tensioned membrane structure, or canopy, excluding those used for recreational camping purposes, that meets the criteria below shall require a Type 1 permit. Tents, tensioned membrane structures, or canopies greater than 16,800 square feet in area or greater than 140 feet in any dimension, whether one unit or composed of multiple units;



remaining in place for more than 180 days; used or occupied between December 1 and March 31; having a permanent anchoring system or foundation; or containing platforms or bleachers greater than 11 feet in height shall be subject to the permitting requirements of the Uniform Construction Code (N.J.A.C. 5:23-2.14)

- The tent, tensioned membrane structure, or canopy is greater than 900 square feet or 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
- The tent, tensioned membrane structure, or canopy contains platforms or bleachers 11 feet or less in height
- 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 N.J.A.C. 5:23-2.14
  - For the purposes of applying this requirement, an outdoor combustible maze is an attraction that lacks a roof and is designed to disorient patrons, reduce vision, present barriers, or otherwise impede the flow of traffic and does not consist solely of living rooted plants such as corn stalks or trees, but includes mazes created from plants that have been cut and attached to an object to support them
  - 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
  - No permit shall be required for mazes up to 42 inches in height created of bales of hay or straw;
- The use of any Group A-4 use, place of worship, as a shelter with a maximum permitted occupant load of 14 persons, for 14 or fewer consecutive days, for not more than 49 days in a year in accordance with Section 408.15 of the State Fire Prevention Code
- Unoccupied or vacant building or structure 2,500 square feet or more, but less than 12,000 square feet, in gross floor area

## **Type 2 Permit:**

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

- Unoccupied or vacant buildings or structures 12,000 square feet or more, but less than 100,000 square feet, in gross floor area
- The use of any building, or portion thereof, previously registered as a Life Hazard Use for mercantile purposes on a temporary basis. (No permit shall be required for any mercantile use registered as a Life Hazard Use)
- The storage or retail sales of sparkling devices and novelties in any temporary or permanent structure, when the pyrotechnic content exceeds 125 pounds; as defined in Section 202, and shall comply with Section 5609, and NFPA 1124

### **Type 3 Permit:**

- Industrial processing ovens or furnaces operating at approximately atmospheric pressures and temperatures not exceeding 1,400 degrees Fahrenheit which are heated with oil or gas fuel or which contain flammable vapors from the product being processed
- Wrecking yards, junk yards, outdoor used tire storage, waste material handling plants, and outside storage of forest products not otherwise classified
- The storage, handling, or discharging of fireworks
- Unoccupied or vacant buildings or structures 100,000 square feet or more in gross floor area

### **Type 4 Permit:**

- Storage or use at normal temperature and pressure of more than 2,000 cubic feet of flammable compressed gas or 6,000 cubic feet of nonflammable compressed gas
- 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 nonflammable, non-toxic cryogenic liquids
- 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
- To store or handle (except medicines, beverages, foodstuffs, cosmetics, and other common consumer items, when packaged according to commonly accepted practices):
  - More than 55 gallons of corrosive liquids
  - More than 500 pounds of oxidizing materials
  - More than 10 pounds of organic peroxides
  - More than 500 pounds of nitromethane
  - More than 1,000 pounds of ammonium nitrate
  - More than one microcurie of radium not contained in a sealed source
  - More than one millicurie of radium or other radiation material in a sealed source or sources
  - Any amount of radioactive material for which a specific license from the Nuclear Regulatory Commission is required
  - More than 10 pounds of flammable solids
- The melting, casting, heat treating, machining or grinding of more than 10 pounds of magnesium per working day