



# City of Northfield

## Zoning Office

1600 Shore Road – Northfield - New Jersey - 08225  
Voice Mail (609) 641-2832 Ext. 129 / [zoning@cityofnorthfield.org](mailto:zoning@cityofnorthfield.org)

### APPLICATION FOR PARKING LOT SALE AND/OR DISPLAY

Pursuant to chapters § 215-42 (Outdoor Display of Goods) and § 220-38 (Private Sales) of the City Code, a permit is required for businesses wishing to hold temporary parking lot sales and or outdoor display of goods (visit <https://ecode360.com/8266853> and <https://ecode360.com/8495197> for full rules and details). The full City code can be found at <https://ecode360.com/NO0505> or by visiting our website <https://www.cityofnorthfield.org/>

The goods displayed / sold must be the merchandise of a business already located in a structure at the proposed location. No permanent sales or displays are allowed; no more than (5) sales per business per year, maximum duration of one week per sale. Goods for sale, displayed, or stored outdoors, shall not be located closer than 25 feet to any street right-of-way or 15 feet to any side or rear line, except in conjunction with temporary sidewalk or other types of outdoor sales. **Tents of any size may require additional approval – see pages to follow.**

*Any signs must be in conformance with chapter § 215-113 (M) <https://ecode360.com/37609920>*

BLOCK \_\_\_\_\_ LOT \_\_\_\_\_ ZONE \_\_\_\_\_ Today's Date: \_\_\_\_\_

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

Area where sale or display is to be conducted (submit site plan): \_\_\_\_\_

Percentage of parking lot to be used: \_\_\_\_\_ Proposed date/s of sale / display: \_\_\_\_\_

Applicant Name \_\_\_\_\_ Phone Number \_\_\_\_\_

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

If the owner of the property is other than the applicant:

Property owner name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Property owner mailing address: \_\_\_\_\_

**You must also provide a letter from the owner granting permission for the parking lot sale / display**

DO NOT WRITE BELOW THIS LINE – FOR INTERNAL USE ONLY

FEE: \$5.00 per day \$ \_\_\_\_\_ CASH \_\_\_\_\_ OR CHECK NUMBER \_\_\_\_\_

Approval granted Yes \_\_\_\_\_ No \_\_\_\_\_ Date \_\_\_\_\_

## Guidelines for determining permit requirements for tents, tensioned membrane structures and canopies

	UFC Permit Required, N.J.A.C. <b>5:70-2.7</b>	UCC Permit Required, N.J.A.C. <b>5:23-2.14</b>	No Permit Required
Tent, tensioned membrane structure, or canopy less 900 square feet in area or less and 30 feet or less in any dimension without platforms or bleachers			X
Tent, tensioned membrane structure, or canopy greater than 900 square feet in area or more than 30 feet in any dimension, but 16,800 square feet or less in area and 140 feet or less in any dimension, whether it is composed of one unit or multiple units	Type 1  X		
Tent, tensioned membrane structure, or canopy greater than 900 square feet in area or more than 30 feet in any dimension, but 16,800 square feet or less in area and 140 feet or less in any dimension that contains platforms or bleachers 11 feet or less in height, whether it is composed of one unit or multiple units	Type 1  X		
Tent, tensioned membrane structure, or canopy greater than 16,800 square feet or greater than 140 feet in any dimension		X	
Tent, tensioned membrane structure, or canopy of any size remaining in place for more than 180 days		X	
Tent, tensioned membrane structure, or canopy of any size used or occupied between December 1 and March 31		X	
Tent, tensioned membrane structure, or canopy of any size having a permanent anchoring system		X	
Tent, tensioned membrane structure, or canopy of any size containing platforms or bleachers greater than 11 feet in height		X	
Tent, tensioned membrane structure, or canopy greater than 900 square feet in area or more than 30 feet in any dimension, but 16,800 square feet or less in area and 140 feet or less in any dimension, whether it is composed of one unit or multiple units, that installs electrical equipment, electrical wiring or mechanical equipment that is supplied by other than (cord and plug) temporary wiring in accordance with the Uniform Fire Code	Type 1  X	X	

### **Uniform Fire Code Definitions** (also see Chapter 31 of the IFC 2015, NJ edition, for other applicable requirements)

**Canopy:** A structure or architectural projection of rigid construction over which a covering is attached that provides weather protection, identity or decoration, and may be structurally independent or supported by attachment to a building on one end and by not less than one stanchion on the outer end.

**Tent:** A structure, enclosure or shelter constructed of fabric or pliable material supported by any manner except by air or the contents that it protects, with sidewalls or drops on more than 25 percent of the perimeter.

**Temporary wiring:** Temporary wiring for electrical power and lighting installations is allowed for a period not to exceed 90 days. Temporary wiring methods shall meet the applicable provisions of the electrical subcode of the Uniform Construction Code.

### **Uniform Construction Code Definitions** (also see Chapter 31 of the IBC 2018, NJ edition, for other applicable requirements)

**Canopy:** A permanent structure or architectural projection of rigid construction over which a covering is attached that provides weather protection, identity or decoration. A canopy is permitted to be structurally independent or supported by attachment to a building on one or more sides.

**Tent:** A structure, enclosure, umbrella structure or shelter, with or without sidewalls or drops, constructed of fabric or pliable material supported in any manner except by air or the contents it protects (see “Umbrella structure”).

**Umbrella Structure:** A structure, enclosure or shelter with or without sidewalls or drops, constructed of fabric or pliable material supported by a central pole or poles (see “Tent”).

**Cooking Vendor,  
Tent, and Canopy Guidelines, page 1 of 2**



NJ UNIFORM FIRE CODE: COOKING VENDOR GUIDELINES

- The following are minimum guidelines for each cooking vendor at festivals, carnivals, etc.
- A site plan may be required by the Fire Official prior to event.

**FIRE SAFETY PERMIT:** Cooking vendor permits – a permit application shall be submitted through RIMS Online for each vendor for every event. N.J.A.C. 5:70-2.7(a); All cooking vendors shall be required to apply for a fire safety permit through RIMS Online, issued by the NJ Division of Fire Safety. All permits shall be made available to the fire official upon inspection.

N.J.A.C. 5:70-2.9(c)1; 1E05/1L12 Type Permit Fee \$42.00-NO CASH will be accepted-vendors shall apply and pay the permit fee through RIMS Online. Permits will not be issued unless payment is made in full. This is an application processing fee and is not refundable.

N.J.A.C. 5:70-2.7(f); The fire official upon inspection may deny or revoke a permit at any time; this can be due to failure to meet the permit conditions, unabated fire code violations or unsafe conditions.

**FIRE EXTINGUISHER:** All cooking vendors shall supply their own fire extinguishers.

N.J.A.C. 5:70-3, 906.2; All fire extinguishers shall comply with NFPA 10/2002. All fire extinguishers shall have a valid dated inspection tag, good of one year.

N.J.A.C. 5:70-3, 904.11.5; Class K portable fire extinguishers are required for cooking with vegetable or animal oils and fats.

N.J.A.C. 5:70-3, 904.11.5.1; Class K portable fire extinguishers are required for cooking with solid fuel.

N.J.A.C. 5:70-3, 904.11.5.2; Class K portable fire extinguishers required for deep fat fryers. (See 2006 IFC-NJ for size and quantity)

**PROPANE TANK:**

N.J.A.C. 5:70-3, 3003.5.3; Propane tanks shall be secured, to prevent falling over.

N.J.A.C. 5:70-3, 3801.1; Propane tanks and equipment shall comply with NFPA 58/2004.

N.J.A.C. 5:70-3, 3803.2.1; Propane tanks shall not be taken into buildings/tents, (see 2006-1 for exceptions)

**Mobile Canteens & Cooking Trailers:**

N.J.A.C. 5:70-4.7(g) All cooking operations that produce grease laden vapors shall be equipped with a ventilating hood, duct, and automatic fire suppression system.

N.J.A.C. 5:70-3, 904.6; Dry chemical extinguishing systems shall be maintained and inspected semi-annually as per NFPA 17/2002.

N.J.A.C. 5:70-3, 904.5; Wet chemical extinguishing systems shall be maintained and inspected semi-annually as per NFPA 17A/2002.

N.J.A.C. 5:70-3, 609.2; Excessive grease and residue buildup on kitchen exhaust systems, cleaning required.

**MISCELLANEOUS:**

N.J.A.C. 5:70-3, 104.3; All appliances shall be listed and labeled and approved by the fire code official. (No homemade appliances).

N.J.A.C. 5:70-3, 2403.8.2; No vehicles shall be parked within 5 feet of tents or canopies.

N.J.A.C. 5:70-3, 2404.15.3; Suitable barricades shall be provided to maintain a distance of 5 feet between the heat producing appliance and the public.

- Propane tanks between 4 and 40 lbs shall have an Overfill Protection Device for filling in NJ.
- Propane tanks shall be hydro tested every 12 years, and not dented or badly rusted.
- Regulator shall be in good condition and the relief valve shall face away from the public areas.
- All plastic type protective caps shall be removed from all propane tanks before operating.
- Hoses shall not be frayed or cracked, and there shall not be any type of tape on the hose.
- Hoses shall not be covered with grease and shall not be swollen.
- Hoses shall not create a tripping hazard
- Only approved lighter fluid shall be used for charcoal grills.
- Sterno warmers may be used provided the fuel containers are properly protected from being knocked over and if the fuel containers are properly enclosed within the warmer units.

**Cooking Vendor,  
Tent, & Canopy Guidelines,** *page 2 of 2*



NJ UNIFORM FIRE CODE: TENTS/CANOPIES

N.J.A.C. 5:70-2.7(a); All vendors with tents/canopies meeting the below, shall be required to apply for a Type 1O15 fire safety permit for each vendor for every event through RIMS Online, issued by the NJ Division of Fire Safety. All permits shall be made available to the fire official upon inspection.

- All tents/canopies greater than 900 square feet with or without side panels will require a separate permit for each. (up to 16800 square feet)
- All tents/canopies greater than 30 feet in any dimension will require a separate permit for each. (up to 140 feet)
- All tents/canopies that will remain in place for fewer than 180 days.
- All tents/canopies that are used or occupied between April 1 and November 30.
- All tents/canopies that do not have a permanent anchoring system or foundation.
- All tents/canopies that contain platforms and bleachers up to 11 feet in height.

N.J.A.C. 5:70-2.9(c)1; 1O15 Type Permit Fee \$42.00-**NO CASH** will be accepted-vendors shall apply and pay the permit fee through RIMS Online. Permits will not be issued unless payment is made in full. This is an application processing fee and is not refundable.

N.J.A.C. 5:70-2.7(f); The fire official upon inspection may deny or revoke a permit at any time; this can be due to failure to meet the permit conditions, unabated fire code violations or unsafe conditions.

N.J.A.C. 5:70-3, 2404.12; Fire extinguishers - at least one portable fire extinguisher with a minimum 4-A rating, or two portable fire extinguishers with a minimum 2-A rating each, shall be provided in/under all tents as required by section 906.

N.J.A.C. 5:70-3, 2404.2; Tents/canopies shall be constructed of fire retardant materials or be properly treated as per NFPA 701/1999. Proper documentation shall be provided by the vendor upon inspection.

N.J.A.C. 5:70-3, 2404.5; Combustible materials and excessive trash shall not be located within any tent or canopy (min. 20 feet clearance).

N.J.A.C. 5:70-3, 2404.7; Exposed flames: Gasoline, gas, charcoal or other cooking device or any other unapproved open flame shall not be permitted inside or located within 20 feet of the tent or canopy.

- **NO** cooking under tents.
- **NO** deep fryers shall be under tents.
- **NO** cooking with grease laden vapors under tents.
- Note: See Bulletin 2006-1 for further information and exceptions.

N.J.A.C. 5:70-3, 2403.12.6; Exit signs are required when the exit serves and occupant load of 50 or more.

N.J.A.C. 5:70-3, 2403.12.6.1; Exit signs shall be illuminated. 1. For occupant loads of 300 or less; or 2. An approved emergency system, for occupant loads greater than 300.

N.J.A.C. 5:70-3, 2403.12.7; Means of egress shall be illuminated from a separate circuit or source of power. (Not less than 1 foot candle (11lux) at floor level)

N.J.A.C. 5:70-3, 2403.12.8; Means of egress, width of exits, aisles and passageways shall be maintained at all times.

- Interior finish, decorative materials and furnishings shall comply with Chapter 8.
- Occupant Load and Number of Exits shall be approved by the NJ Division of Fire Safety.

**NJ UCC TENT PERMIT REQUIRED:**

Larger than 16800 square feet in size, greater than 140 feet in any dimension, bleachers or platforms higher than 11 feet, up for more than 180 days and used between December 1 and March 31 or having a permanent anchoring system or foundation..