



# Township of Clinton & Lebanon Borough

## Bureau of Fire Safety

Non-Life Hazard Registration Application *(See Letter on Reverse side apply)*

Update Information Form *(Letter may not apply)*

### Name of Business/Organization Location Information

Municipal Code 1006	Block	Lot	Qualifier:	Registration #: (Office Use)
Name:			Address:	
City:			Suite or Room #:	County: <i>Hunterdon</i>
State:	Zip Code:	Business Phone #:		Local ID: (Office Use)

### Business/Organization Ownership Type (check one that applies)

- Corporation       Individual       Partnership       Condominium  
 Cooperative       Government       LLC       Other:

### Owner of Business

*\*Do not write "same" in the boxes below if the information is duplicated\**

Name:		Address:	
City:		Suite or Room #:	County:
State:	Zip Code:	Cell #:	

### Applicant & Mailing Address (Indicate the Mailing Address For this Organization)

*\*Do not write "same" in the boxes below if the information is duplicated\**

Name:		Address:	
City:		Suite or Room #:	County:
State:	Zip Code:	Email Address #:	

### Building Owner/Landlord

*\*Do not write "same" in the boxes below if the information is duplicated\**

Name:		Address:	
City:		Suite or Room #:	County:
State:	Zip Code:	Cell #:	

### Burglar/Fire Alarm

Alarm Company: \_\_\_\_\_ Alarm Company Phone #: \_\_\_\_\_

Hazards/Misc Info: \_\_\_\_\_

Total Square Footage of Business/Organization (Tenant Space): \_\_\_\_\_ \*Required\*

### Emergency Contacts

Name	Cell Phone #
1. _____	1. _____
2. _____	2. _____



# Township of Clinton & Lebanon Borough

## Bureau of Fire Safety

- Non-Life Hazard Registration Application** *(See Letter on Reverse side apply)*
- Update Information Form** *(Letter may not apply)*

Dear Business Owner,

For the purpose of driving fire safety compliance in all buildings, the Township of Clinton Bureau of Fire Safety will conduct fire safety inspections in the Township of Clinton and Lebanon Borough of your building or leased space. We understand that you may have never had an inspection in the past because the State of New Jersey Division of Fire Safety who used to conduct the inspections only inspected a certain classification of buildings. The Township of Clinton has recently acquired the responsibility for all fire safety inspections and functions. All buildings in the Township of Clinton and shared service areas (Lebanon Borough) are subject to a fire inspection annually, except those registered as life-hazard uses. Each tenant or separate business owner/designee shall fill out a registration form.

The State Uniform Fire Safety Act-52:27D-203(a) enables a municipality to establish registration fees for Non-Life Hazard Uses. All fees are based on the square footage of the owned or leased space. Businesses currently not required to register with the NJ Division of Fire Safety (State of NJ) are required to register with the Township of Clinton Bureau of Fire Safety and shall pay an annual registration fee to the Bureau of Fire Safety. The Bureau will also conduct a periodic inspection of your business to ensure compliance with the NJ Uniform Fire Code.

Upon submission of the application an invoice may be sent to your business or tenant space and will require the tenant and/or building owner to submit a check payable to **Clinton Township Bureau of Fire Safety** within 30 days of notification. Failure to pay the registration fee may result in penalties as outlined in the NJ Uniform Fire Code. Tenants are responsible for payment of registration fees.

**(Please only submit pay when you receive an invoice).**

*If fire code violations are discovered in any structure the organization will receive a notice to correct the items discovered. If violations have been existing in the past, but have not been address by previous inspections or went undiscovered they will still be required to be corrected within the abatement window.*

### **The registration form consists of a few sections and requests some information:**

**1<sup>st</sup> Section: Name of Business/Organization Location Information:** Please write the name of the business or the "Does Business As" (DBA) name in this section following with the additional requested information.

**2<sup>nd</sup> Section: Owner of Business:** Please write the name of the owner of the business. This would not be the landlord's information unless the landlord is also the business owner.

**3<sup>rd</sup> Section: Applicant/Mailing Address:** Please write the name of the applicant who filled out the form. The applicant should typically be a manager or the owner of the business. Include the mailing address for this organization

**4<sup>th</sup> Section: Building Owner/Landlord:** Please write the name and additional information for building owner or landlord.

**Square Footage:** Total square footage of your business/organization's space.

**Emergency Contacts:** Provide 2 emergency contacts (if possible) with their Name and Phone number. If the owner or manger should be called please note that under emergency contacts as well and in which order. (Some information is for 911 communications)

**For any addition questions please email or call:**

Phone: 908.735.8800 ext: 254

Email: [smilne@clintontwpnj.com](mailto:smilne@clintontwpnj.com)

Best Regards,

Township of Clinton Bureau of Fire Safety