



# Borough of Hawthorne

## Fire Prevention Bureau

445 Lafayette Ave., 2<sup>nd</sup> Floor

Hawthorne, New Jersey 07506-2551

Bureau Chief Christopher Di Bella, Fire Official

<https://www.hawthornenj.org/268/Fire-Prevention>



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## Food Truck/Mobile Cooking Operations Permitting & Inspection Requirements

The New Jersey Division of Fire Safety has determined that “Enclosed Mobile Food Truck of Trailer” vehicles, once they are parked and operating, are “premises” and subject to ALL regulations and permit requirements contained in the New Jersey Uniform Fire Code.

### Administrative Requirements

- 1) The operator must obtain a Type 1 Permit (enclosed mobile food truck / trailer requiring a fixed suppression system) (N.J.A.C. 5:70-2.7(a)3.xii).
- 2) Permits will not be granted unless a completed application and payment of the application fee is received by the Bureau of Fire Prevention during normal business hours, at least five (5) business days prior to the commencement of the event. (N.J.A. C. 5:70-2.7(b)).
- 3) For the purposes of this policy, "completed application" shall include all information requested on the application form.
- 4) If the applicant is someone other than a representative of the property owner, a letter from the property owner authorizing the applicant to perform the permitted function is required to be included with the initial application.
- 5) A permit application will be not accepted unless the permit fee in the form of cash or check or credit card payment is provided. (N.J.A.C. 5:70-2.7(i)).
- 6) The applicant shall specify and date/time requested for inspection on the application form. No permit will be issued until such time as an inspection is completed. (N.J.A.C. 5:70-2.7(c)).
- 7) The igniting of gas-powered appliances prior to an inspection shall constitute a violation of the code and the operator shall be subject to penalty (N.J.A.C. 5:70-2.12(b)7.i).

## Technical Requirements

A food truck utilizing a cooking operation that, by way of cooking method or type of cuisine, creates grease laden vapors, must be equipped with an exhaust hood and a kitchen hood fire suppression system (NJAC 5:70-4.7(g)).

The suppression system must be inspected/tested within previous 6 months by a company possessing a valid NJ Division of Fire Safety Contractor Permit (if the truck is registered in another state, such as PA or NY, then it must have been inspected within the last 6 months, but the inspection does not have to be performed by a company having a NJ Division of Fire Safety Contractor Permit). (Section 904.5.1, 2006 IFC, NJ Ed.)

The operator must have a copy of the actual fire suppression system inspection report in the vehicle (not just the cylinder tag).

The truck must be equipped with a "K" type portable fire extinguisher, if the truck is equipped with deep fat fryers. (Section 906-4, 2006 IFC, NJ Ed.)

Propane cylinders must be inspected for rust, damage, dents, leaks, alterations. (NFPA 58-5.2.2.1).

Propane hoses, exposed portions, must be inspected for general condition and leaks. (NFPA 58-6.18.2).

Maximum propane tank size is 125 lbs. (300 gal we). (There is no maximum amount per vehicle) (NFPA 58-6.21.3.1(E)).

Propane containers and regulators must be installed on the outside of the vehicle, unless in a cabinet that is vapor tight to the inside of the vehicle, accessible only from outside the vehicle, and properly vented to the exterior of the vehicle. (NFPA 58-6.21.3.3).

Propane cylinders must be attached to the vehicle-they may not be free standing, even if properly secured (NFPA 58-6.21.3.4).

Propane cylinder valves, regulators, hoses, etc., must be protected from damage from physical impact, stones, mud, etc. (NFPA 58-6.21.3(B)).

Regulators must be installed so that the pressure relief valve is pointing downward and the vent must be protected to prevent dirt, mud, etc., from entering the vent (NFPA 58-6.21.4.2).

The entire vehicle is subject to full inspection for all other applicable requirements provided for "premises" in accordance with NJ Uniform Fire Code, sub--chapter 3.





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Christopher DiBella, Fire Official

### TYPE 1 PERMIT: REQUIREMENTS FOR FOOD TRUCKS

**Two (2) Weeks-notice is required prior to any permitted event or inspection.**

The Fire Official and Fire Inspectors will use the NFPA Food Truck Safety Fact Sheet and checklists pertaining to, but not limited to General Safety, Fuel and Power Sources, Propane System Integrity, Operation Safety and Solid Fuel Safety.

<https://www.nfpa.org/-/media/Files/Public-Education/By-topic/Food-trucks/FoodTruckFactSheet.pdf>

Food Trucks must be parked at least 10 feet from any building, structure, vehicle or combustible materials.

**Health Department Permit must be applied for and fee paid, separately.**

**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.

Permits will be for three (3) months, unless Borough Administrator and/or Mayor waive fees for certain Municipal events that require alternative payments or if the payment is made by another entity (not the food truck operator) then the permit will be issued only for the days of the actual event. *Three-month certificates Require owner to Notify the HFPB of any additional locations and dates they intend to operate. Failure to do so may result in penalties.*

**The Permit fee will be \$54 regardless of length of event or length of permit time period.**  
**We accept Cash – Exact Change Only, or Checks made to the Borough of Hawthorne.**

<b>Office Use Only</b>	
[ ] Approved	[ ] Not Approved
Permit Type 1 – Food Truck Operations	
Permit #: _____	
Application Received: _____	
Issued Date: _____	
Fee Paid: _____	
Cash: _____	Check #: _____

fire prevention is every man's job



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**Fire Prevention Bureau**  
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Christopher DiBella, Fire Official

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**MOBILE COOKING OPERATIONS / FOOD TRUCK APPLICATION - \$54**

**Submit Minimum Two Weeks Prior to Event >**

Application Date: \_\_\_\_\_

**Business Name:** \_\_\_\_\_

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

City/State/Zip: \_\_\_\_\_

Business Phone: \_\_\_\_\_

**Event Dates:** \_\_\_\_\_

Event Hours: \_\_\_\_\_

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

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

Event Coordinator Name & Phone: \_\_\_\_\_

**Owner Name:** \_\_\_\_\_

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

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

Owner Phone: \_\_\_\_\_

Owner Email: \_\_\_\_\_

Last KITCHEN/HOOD INSPECTION Date: \_\_\_\_\_

Last EXTINGUISHER INSPECTION Date: \_\_\_\_\_

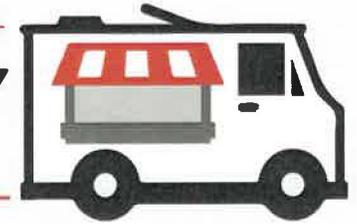
**MUST provide copies of the most recent Inspection Reports for the Hood System (within last 6 months) and Portable Fire Extinguishers (within the last 12 months) with this application.**

***Failure to provide documents will result in application being denied.***

If using an open flame heat source for cooking Indicate:

Wood     Propane     Charcoal     Other \_\_\_\_\_

# FOOD TRUCK SAFETY



**CHECK** for an approved fire suppression system for cooking appliances. [NFPA 96:B.9.1.2]

**VERIFY** the fire suppression system service tag shows service every 6 months. [NFPA 17A:7.3.2]



**VERIFY** ▶ Class K fire extinguishers are installed for cooking appliance fires. [NFPA 96, B.9.7.2]

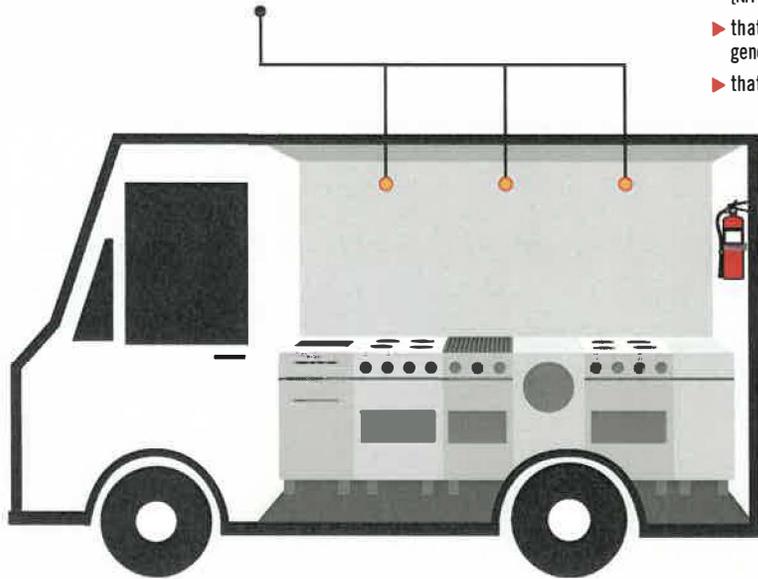
▶ additional fire extinguishers are installed for other hazards. [NFPA 96, B.9.7.4]

- ▶ that there is an instructional placard at each Class K extinguisher. [NFPA 96, B.9.1.3]
- ▶ that a 20-B:C rated extinguisher is installed wherever an electrical generator is used. [NFPA 96: B.9.7.5]
- ▶ that every extinguisher has an annual service tag. [NFPA 96, B.9.7.6]



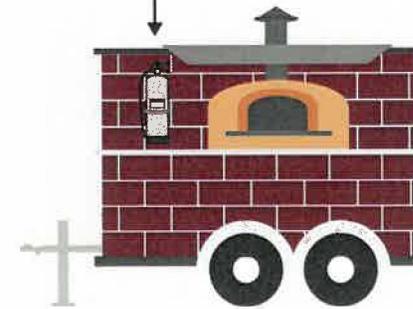
For solid fuel cooking appliances that produce grease, **CHECK** ▶ for an approved fire suppression system. [NFPA 96:B.10.6.1]

▶ that a water-based fire extinguisher is installed for the extinguishment of wood and charcoal fuels. [NFPA 96:B.10.6.3]



**ENSURE**

at least one worker is trained in the following: [NFPA 96:B.15.1]



**DOCUMENT**

initial and annual training and make it available to the fire department upon request. [NFPA 96:B.15.4, B.15.5]

Using portable fire extinguishers. [NFPA 96:B.15.1]



Manually discharging the fire suppression system. [NFPA 96:B.15.1]



Proper method of shutting off fuel sources [NFPA 96:B.15.1]



Proper procedure for how to perform simple leak test on gas connections. [NFPA 58:6.16, 58:6.17]



**VERIFY**

the vehicle is jacked or wheel chocks are installed around wheels [NFPA 96:B.13.3] and that there is at least 10 ft clearance from buildings or structures, combustible materials, vehicles, and other cooking operations. [NFPA 1:50.7.1.5]



**VERIFY ACCESS & ENSURE CLEARANCE**

Verify fire department vehicular access is provided for fire lanes, access roads, fire hydrants, and fire department connections. [NFPA 1:50.7.17]