

Columbus Farmers Market

Requirements for Outside Food Vendors

(For food products being consumed at Columbus Farmers Market)

1. Prospective Food Vendor must complete application available at Columbus Farmers Market office. Food Vendor menus must be approved by Columbus Farmers Market Management.
2. Food Vendor must contact Burlington County Health Department at 609.265.5515 for inspection and approval.
3. Food Vendor must obtain permit from the Division of Fire Safety. A permit application shall be submitted through RIMS Online. (See attached application and requirements). Permit Fee is \$54.00/day. If unable to do online application process, contact Brian Eveland - Bryan.Eveland@dca.nj.gov - or 609-649-8879.

***PLEASE BE ADVISED, ALL INSPECTIONS ARE TO BE DONE IN COLUMBUS FARMERS MARKET SELLING AREA ON THURSDAY MORNING. WHEN ENTERING THE MARKET PICK A SPACE FOR THE DAY AND REPORT YOUR LOCATION (LETTER AND NUMBER) TO THE MAIN OFFICE AND ALL INSPECTORS. IF APPROVED BY INSPECTORS, YOU ARE WELCOME TO SELL THAT DAY, AFTER PAYMENT OF DAILY OR MONTHLY RENTAL FEE. PLEASE PROVIDE THE MAIN OFFICE WITH ALL APPROVED PAPERWORK.**

4. Food Vendor must provide proof of Product Liability Insurance in the amount of \$300,000.00. A Certificate of Insurance, naming the Columbus Farmers Market as coinsured, must be submitted.

5. Rental Fees for Food Vendors are:

\$150.00 Daily, available ONLY on Thursdays

\$425.00 per month for Thursdays

\$850.00 per month for Thursdays and Sundays

6. Food Vendors paying on a daily basis will be assigned location by Columbus Managers. Food Vendors paying on a monthly basis will be assigned a permanent space location.
7. NO Outside Food Vendors are permitted on Saturdays.
8. Food Vendors can only pay as a DAILY on THURSDAY market days.
9. Food Vendors must follow the "Flea Market Rules" as specified on the back of the tickets.
10. Required by state law, vendors must recycle. All food containers, jars, and bottles are to be rinsed.

Columbus Farmers Market

2919 Route 206 South
Columbus, NJ 08022
Tel. (609) 267-0400
Fax. (609) 261-8869

Application for Outside Food Concession

Name: _____ Date: _____

Address: _____ Tel#: _____

Social Security No.: _____

Other persons or firms having an interest in concessions:

1. Name: _____

Address: _____

2. Name: _____

Address: _____

Location of other food stores or concessions:

1. _____

2. _____

Type of business:

Corporation: _____ Partnership: _____ Sole Proprietor: _____

Menu of food items to be sold: _____

Anticipated opening date: _____

How did you hear about Columbus Farmers Market?: _____

Applicant Signature

Date

DEPARTMENT OF COMMUNITY AFFAIRS
DIVISION OF FIRE SAFETY
PO BOX 809
TRENTON, NEW JERSEY 08625-0809
609-633-6132
609-633-6330 (FAX)

RIMS
Applying for a Temporary Permit
(requesting access to RIMS)



Fire Safety permit applications shall be submitted through our online Registration Inspection Manage System (RIMS).

To request access go to: <http://www.state.nj.us/dca/divisions/dfs/>



Please follow this link
for access to DCA RIMS Online

On the Non Registered Services Tab you want to select:

- Request Access to RIMS Online follow the instructions
- You will be asked to link RIMS to your MY NJ account. If you don't have a MY NJ account then you will be asked to create one
- User Group would be "Facility User"
- Certification Pin is your electronic signature
- Once completed you will log into MY NJ. Under DCA Applications you can find the hyperlink to access DCA RIMS
- Click on Apply for a Permit and follow the instructions for a temporary permit

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RIMS
Applying for a Temporary Permit



- 1) Log into your MyNewJersey account (<http://www.state.nj.us/>)
- 2) Click on the DCA RIMS link on the left side of the home page. It is located under the DCA Applications header
- 3) From the MY Workspace Tap, click on the Apply for a permit link
- 4) Read the Permit Instruction page and click continue
- 5) On the Permit General Info Page select Temporary, select your event from the event drop down box (if not listed, select new event and enter name), enter description of the activity you will be performing and click continue
- 6) Permit Application Location & Dates. Enter physical address and dates of where you will be conducting the activity, select continue
- 7) Select the appropriate permit type from the drop down list and the quantity. (*Note you need 1 permit for event required activity per location you are setup at). If you have multiple locations at the event, you will need multiple permits. If you have questions or are unsure of the number required, please call 609-633-6132.
- 8) Business Selection, if your business has already been registered in RIMS you may search for it, if not please click "I do not wish to use a facility currently in my profile." and click continue
- 9) Permit Application Business Information Screen, Please enter your business information
- 10) Enter Business Corporate information, (*Note there are two contacts 1) Corporate Ownership information, 2) Person requesting the permit.) Enter information for each contact and select one as the "Requestor" before clicking continue.
- 11) On the General Procedures page there is a PDF icon, please click it an review the general requirements for the type of permit(s) you have selected. Once reviewed click the check box. Click continue
- 12) If your permit requires additional documentation it will list those, if not, just click continue
- 13) Any additional documents that you may have in electronic format maybe uploaded. If none, please click continue
- 14) Certify the application by entering the PIN you received when you requested access to the RIMS system
- 15) Payment Information, please select either echeck (to pay with checking account) or credit card (note there is a minimal charge for using a credit card). Enter the requested information.

Cooking Vendor, Tent & Canopy Guidelines



NJ UNIFORM FIRE CODE: COOKING VENDOR GUIDELINES

OPEN FLAME AND/OR GREASE LADEN VAPORS- PERMIT REQUIRED

- 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 \$54.00-**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 be selected, installed, and maintained with NFPA 10/2013.

N.J.A.C. 5:70-3, 904.12.5; Class K portable fire extinguishers are required for cooking with vegetable or animal oils and fats.

N.J.A.C. 5:70-3, 904.12.5.1; Class K portable fire extinguishers are required for cooking with solid fuel.

N.J.A.C. 5:70-3, 904.12.5.2; Class K portable fire extinguishers required for deep fat fryers. (See IFC 2015-NJ for size and quantity)

All fire extinguishers shall have a valid dated inspection tag, good of one year.

PROPANE TANK:

N.J.A.C. 5:70-3, 5303.5.3; Propane tanks shall be secured, to prevent falling over.

N.J.A.C. 5:70-3, 6101.1; Propane tanks and equipment shall comply with NFPA 58/2014.

N.J.A.C. 5:70-3, 6103.2.1; Propane tanks shall not be taken into buildings/tents, (see 2006-1 for exceptions)

Mobile Canteens & Cooking Trailers:

N.J.A.C. 5:70-609.1; Commercial kitchen hoods including mobile enclosed units shall be maintained in accordance with the mechanical sub-code of the UCC and NFPA 96.

N.J.A.C. 5:70-4.7(g)3; 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 17/2013.

N.J.A.C. 5:70-3, 904.5; Wet chemical extinguishing systems shall be maintained and inspected semi-annually as per NFPA 17A/2013.

N.J.A.C. 5:70-3, 609.3.3.2; 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, 3103.8.2; No vehicles shall be parked within 5 feet of tents or canopies.

N.J.A.C. 5:70-3, 3104.15.3; 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 excessively 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



NJ UNIFORM FIRE CODE: TENTS/CANOPIES

ONLY TENTS GREATER THAN 900 SQ FT OR GREATER THAN 30 FT IN ANY DIRECTION REQUIRE PERMIT

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 \$54.00-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.

SAFETY REQUIREMENTS APPLY TO TENT REGARDLESS OF PERMIT FEE REQUIREMENT

N.J.A.C. 5:70-3, 3104.12; 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, 3104.2; Tents/canopies shall be constructed of fire retardant materials or be properly treated as per NFPA 701/2010. Proper documentation shall be provided by the vendor upon inspection.

N.J.A.C. 5:70-3, 3104.5; 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, 3104.7; 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, 3103.12.6; Exit signs are required when the exit serves and occupant load of 50 or more.

N.J.A.C. 5:70-3, 3103.12.6.1; 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, 3103.12.7; 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, 3103.12.8; 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..

Columbus Farmers Market, LLC

New Jersey Department of Community Affairs
Division of Fire Safety
P.O. Box 809
Trenton, NJ 08625
609-633-6132
609-633-6330 (fax)

LOCATION INFORMATION		
BUSINESS NAME: COLUMBUS FLEA WORLD, LLC/ COLUMBUS FARMERS MARKET, LLC		
STREET ADDRESS: 2919 ROUTE 206 S		
MUNICIPALITY: SPRINGFIELD	COUNTY: BURLINGTON	
STATE: NJ	ZIP CODE: 08022	TELEPHONE: 609-267-0400

APPLICANT INFORMATION		
APPLICANT'S NAME:	BUSINESS NAME:	
APPLICANT'S STREET ADDRESS:		
MUNICIPALITY:	COUNTY:	
STATE:	ZIP CODE:	TELEPHONE:
FEDERAL TAX ID or SOCIAL SECURITY NUMBER: _____		
<small>IN ACCORDANCE WITH N.J. S.A. 52:27D-201 AND N.J.A.C. 5:3-1.2, VOLUNTARY PROVISION OF YOUR SOCIAL SECURITY NUMBER WILL ENSURE THE EFFICIENCY OF ITS PROGRAM'S NOTIFICATION SYSTEM.</small>		

PERMIT REQUEST FOR THE FOLLOWING DAYS: THURSDAY THURSDAY & SUNDAY

THE ABOVE NAMED APPLICANT HEREBY REQUESTS PERMISSION TO CONDUCT THE FOLLOWING ACTIVITY AT THE ABOVE LOCATION:

1L12- PERMANENT SUPPRESSION SYSTEM FOR FRY COOKING OR 1E05- OPEN FLAME OUTDOOR COOKING \$54.00 FEE

REQUIREMENTS
1L12- 6MO SUPPRESSION TEST, CLASS K WET CHEM EXTINGUISHER CERTIFIED WITH TAG, CLEAN REPORT OR PROOF OF HOOD CLEANING, ALL LP CYLINDERS SECURE AND SAFE USE, 2A RATED DRY CHEM EXTINGUISHERS CERTIFIED WITH TAG
1E05- ALL LP CYLINDERS SECURE AND SAFE USE, ALL FLAME OPERATIONS SAFE MANNER, 2A RATED DRY CHEM EXTINGUISHERS CERTIFIED WITH TAG

INSPECTION SCHEDULING
COLUMBUS FARMERS MARKET INSPECTOR BRYAN EVELAND, BRYAN.EVELAND@DCA.NJ.GOV - 609-649-8879 (EMAIL PREFERRED) ALL INSPECTIONS DONE IN COLUMBUS FARMERS MARKET SELLING AREA ON THURSDAYS AT 8AM. EMAIL TO CONFIRM SCHEDULING, WHEN APPLYING ONLINE. HELPFUL TO MAKE PERMIT START DATE DESIRED DATE OF INSPECTION. ALL OUTDOOR PERMITS END DECEMBER 31ST. MAKE ARRANGEMENTS WITH COLUMBUS FARMERS MARKET OFFICE FOR OFFICIAL COOKING/VENDING START DATE.