



BOROUGH OF MANVILLE
BUREAU OF FIRE SAFETY
325 NORTH MAIN STREET
MANVILLE, NJ 08835
P:(908) 725-9478
F:(908) 725-2471
OFFICE OF FIRE MARSHALL



Registration for Non-Life Hazard Uses

Dear Property Owner/Agent/Lessee/Business Owner,

It is the intent of the Borough of Manville Bureau of Fire Safety to promote a fire safe community through an annual cyclical inspection. All premises within the jurisdiction of Manville Borough, with the exception of owner-occupied detached one- and two-family dwellings shall be inspected per the State of New Jersey Uniform Fire Code.

On December 11, 2023 the Borough Council updated and passed Ordinance #2023-1306 in which section 7(B) requires all businesses and residences, other than owner-occupied detached one- and two-family dwellings, to register with the Bureau of Fire Safety within 30 days from receipt of notice to register. Failure to register is subject to a \$500.00 penalty.

The ordinance also requires that annual fees be collected for non-life hazard businesses, non-owner-occupied one- and two-family dwellings and multiple dwellings registrations as set forth below, effective January 1, 2024.

The Borough of Manville registration fee schedule for non-life hazard use businesses are as follows:

- Class I: under 500 sq. ft. – \$ 55.00
- Class II: 501 - 1000 sq. ft.- \$ 75.00
- Class III: 1,001 – 3000 sq. ft.- \$ 100.00
- Class IV: 3,001 – 5000 sq. ft. - \$ 150.00
- Class V: 5,001 – 7,999 sq. ft. - \$ 200.00
- Class VI: 8,000 – 11,999 sq. ft. - \$ 250.00
- Class VII: 12,000 – 14,999 sq. ft. - \$ 300.00
- Class VIII: 15,000 sq. ft. and over - \$ 375.00
- Class IX: Retail or commercial common area - \$ 100.00

Non-owner occupied one- and two-family dwellings and multiple family dwellings Fire Registration fees are as follows (payment of these fees shall be the responsibility of the owner of the premises):

- Non-owner occupied 1 & 2 family dwelling - \$50
- MD- 1: 3 - 5 units - \$100.00
- MD- 2: 6 - 9 units - \$200.00
- MD- 3: 10 - 12 units - \$300.00
- MD- 4: 13 - 15 units - \$400.00
- MD- 5: 16 - 18 units - \$540.00
- MD- 6: 19 - 21 units - \$630.00
- MD- 7: 22 units or more - \$660.00 + \$30.00 for each additional unit above 22
- MD- 8: Multiple family dwelling common area - \$50.00



Manville Borough
 BUREAU OF FIRE SAFETY
 325 North Main Street
 Manville, NJ 08835
 Phone: 908-725-9478

LOCAL ID: _____
 Mun Code: _____ 1811

Annual or New Business Registration

The Uniform Fire Code States:

The owner of all businesses, occupancies, buildings, structures or premises required to be inspected under N.J.A.C 5:70-2.1 shall file annually or at the request of the Fire Marshal, to the Local Enforcing Agency, a certificate of Registration upon forms provided by the Fire Official. It shall be a VIOLATION of N.J.A.C. 5:70-2.6 and Borough of Manville ordinance 2013-1135 for any owner to fail to return such forms and registration fee to the Local Enforcing Agency and/or Fire Official within thirty (30) days of receipt.

Location Information

Business Name: _____ Block: _____ Lot: _____ Qualifier: _____
 Address: _____
 Unit Number: _____ State/Local Registration #: _____
 City: _____ State: _____ Zip Code: _____
 Day Phone: _____ Night Phone: _____ Hours of Oper: _____

Tenant/Business Owner Information

Federal ID Number: _____

Name: _____ Address: _____
 Unit: _____ City: _____ State: _____ Zip Code: _____
 Phone: _____ Cell: _____ Email: _____

Property Owner

Federal ID Number: _____

Name: _____ Address: _____
 Unit: _____ City: _____ State: _____ Zip Code: _____
 Phone: _____ Cell: _____ Email: _____

Agent

Name: _____ Address: _____
 Unit: _____ City: _____ State: _____ Zip Code: _____
 Phone: _____ Cell: _____ Email: _____

Property Management

Name: _____ Address: _____
 Unit: _____ City: _____ State: _____ Zip Code: _____
 Phone: _____ Cell: _____ Email: _____

Other Mailing Address

Name: _____ Address: _____
 Unit: _____ City: _____ State: _____ Zip Code: _____
 Phone: _____ Cell: _____ Email: _____

Mail Correspondances To: Location Owner Agent Manager Tenant Other
 Mail Invoices To: Location Owner Agent Manager Tenant Other

Emergency Contacts

Name 1: _____ Phone 1: _____
Name 2: _____ Phone 2: _____
Name 3: _____ Phone 3: _____

Alarms and Suppression System(s) (if present)

- | | | |
|---|---|---|
| <input type="checkbox"/> Sprinkler System | <input type="checkbox"/> Cooking Protection | <input type="checkbox"/> Fire Extinguishers |
| <input type="checkbox"/> Smoke Detectors - Hard Wired | <input type="checkbox"/> Heat Detectors | <input type="checkbox"/> Manual Pull Alarm |
| <input type="checkbox"/> Smoke Detectors - Battery | <input type="checkbox"/> Carbon Monoxide | <input type="checkbox"/> Duct Detector |

Monitoring Company Name: _____
Phone Number: _____ Emergency Number: _____

If key box is required per Boro ordinance 178.34, all keys/cards contained there in must be maintained up to date. Failure to keep keys/cards current could delay Fire Fighting efforts and cause forcible entry damage (if keybox is not required, disregard this paragraph). All keys/cards are current. Initial here: _____

Knox Box Location _____

Description of use/occupancy of this building/business:

Business Ownership Type Corporation Individual Partnership Condominium
 Cooperative Government LLC Corporation

I HEREBY ACKNOWLEDE 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 INTERNATIONAL FIRE CODE, NEW JERSEY WELL AS ANY SPECIFIC CONDICTIONS IMPOSED BY THE FIRE OFFICIAL

Print Name

Signature

Title

Date