

**TOWNSHIP OF WAYNE
CLERK'S OFFICE
475 VALLEY ROAD
WAYNE, NJ 07470**

(Governed by Chapter 149, Article IV)

SPECIAL EVENT PERMIT

OUTDOOR CAFÉ ENDORSEMENT APPLICATION

Applicant Please Check One:

_____ CORPORATION, _____ PARTNERSHIP, _____ LLC, or _____ SOLE PROPRIETORSHIP

BUSINESS NAME: _____

ADDRESS: _____

RESTAURANT TRADE NAME: _____

RESTAURANT TEL.# _____ **CELL#** _____ **FAX#** _____

ADDRESS OF PRINCIPAL PLACE OF BUSINESS: _____

BLOCK: _____ **& LOT:** _____

MAILING ADDRESS (if different than above): _____

EMAIL ADDRESS: _____

If business is a PARTNERSHIP, LLC, or SOLE PROPRIETORSHIP please complete below:

LIST NAME, ADDRESS & PHONE NO. OF EACH MEMBER OR OFFICER

<u>NAME</u>	<u>HOME ADDRESS</u>	<u>HOME PHONE NO.</u>
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____

PERMIT FEE: \$150.00

FOR OFFICE USE ONLY:

DATE RECEIVED _____ POLICE _____ PLANNING _____ BUILDING _____ FIRE _____

Must submit the following:

- Certificate of Insurance _____
- Written Permission letter from the Property Owner _____
- Sketch _____

IF APPLICANT IS INCORPORATED: **DATE :** _____ **WHAT STATE** _____

NAME **HOME ADDRESS** **HOME PHONE NO.**

PRESIDENT _____

SECRETARY _____

Registered Agent or person upon whom service of process is authorized to be made:

Name: _____

Address: _____

Telephone Number: _____

Property is OWNED _____ or LEASED _____

If property is leased, is Applicant responsible for WATER/SEWER payments with the Township?

Yes: _____ **or No:** _____

IF PROPERTY IS LEASED LIST NAME OF LANDLORD, OR HOLDER OF LEASE, ADDRESS and TELEPHONE NUMBER:

CURRENT CAPACITY OF INDOOR RESTAURANT AREA _____ (# OF SEATS)

PROPOSED CAPACITY OF OUTDOOR CAFÉ AREA _____ (# OF SEATS)

SQUARE FOOTAGE OF ADDITIONAL AREA _____

DO YOU HAVE PUBLIC RESTROOMS? YES _____ or NO _____

NUMBER OF TENT(S): _____

SIZE OF TENT(S): _____

(Please see guideline requirements for tent permit)

IF YOU HAD A SPECIAL EVENT PERMIT LAST YEAR, WILL THE SET-UP BE EXACTLY THE SAME? YES _____ or NO _____ *(Either way a sketch must still be submitted)*

REQUIREMENTS

- a. *Special permit expires at the end of the calendar year of a declared Public Health Emergency or State of Emergency being lifted by the applicable authority. Note: If you have a tent the special permit expires on November 30th, unless you have obtained a UCC Permit from the Building Department. No outdoor cafe shall be open for business prior to 7:00 a.m. nor remain open for business after 12:00 a.m.*
- b. *If the applicant is not the owner of the property being utilized, written permission must be provided by the owner.*
- c. *A sketch must be provided showing set-up (i.e. tables, chairs, entrance, exits and vehicular protection barriers). Set-up must adhere to all health and safety protocols in accordance with any applicable Executive Order or law in effect for the duration of the special permit.*
- d. *Seating capacity shall be limited to any applicable Executive Order or law in effect for the duration of the special permit.*

- e. *The Township Clerk may require additional documentation that may be deemed reasonably necessary prior to a permit being issued.*
- f. *Outdoor seating near vehicular circulation must provide for the following protections, subject to review and approval by the Construction Official:*
 - 1. *Water-filled "Jersey" barrier which shall be interconnected to cordoned off seating area with the exception for the entrance/exit from outdoor seating area. Barriers must conform to MUTCD 6F.66 and NCHRP-350 TL3.*
- g. *The applicant shall submit a copy of an insurance policy or certificate of insurance, issued by a company duly authorized to transact business under the laws of the State of New Jersey, naming the Township of Wayne as an additional insured, with general liability on an occurrence basis with a limit of liability of at least \$1,000,000.00, with respect to losses arising solely from the operation of the outdoor dining facility in accordance with the Special Event Permit.*
- h. *A permit may be revoked by the Township if the applicant fails to comply with the terms of approval of the Special Event Permit. Should any issues be identified after the issuance of a permit that the Township identifies as necessary and proper for the preservation of the public health, safety and welfare, applicant will be required to revise said Special Event plans to the satisfaction of the Township. Failure to resolve these issues shall result in the revocation of the Special Event Permit.*
- i. *If the outdoor seating area is not currently part of your approved liquor license application on file, you cannot serve or provide alcohol in this area, unless you have a COVID 19 Expansion of Premises (ABC) Permit.*
- j. *If you have a tent, you may need to obtain a Fire Safety and/or Building Permit. See guidelines.*
- k. *In accordance with the New Jersey Smoke-Free Air Act there is no smoking permitted in the outdoor dining area.*
- l. *After your application is reviewed you will be notified if the outdoor dining area is within a 100 feet of residential properties. If so, you will be required to have each of those property owners sign a letter that they have no objections.*
- m. *If you receive a Special Event Permit from the Township of Wayne, all Township laws shall apply, unless superseded by any applicable Executive Order, State or Federal Law.*

Signature of Applicant

Print Name

TENT FIRE CODE REQUIREMENTS

- Check to see if Uniform Fire Code permit is required (UFC)
- Fire apparatus will have open access to the tent and Fire Dept. Connection
- Tent shall not be located within 5 feet of lot lines, buildings or parked vehicles
- Flame propagation performance treatment - certification that the tent and all parts are composed of material meeting the flame propagation performance of NFPA 701. This must be provided to you by the tent rental company.
- Smoking shall not be permitted in the tent. No Smoking signs shall be conspicuously posted in the tent.
- A portable fire extinguisher (2A 10BC) shall be provided and present inside the tent.
- No generator will be located within 20 feet of the tent

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

	UFC Permit Required, N.J.A.C. 5:70-2.7	UCC Permit Required, N.J.A.C. 5:23-2.14	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”).

township of wayne

Fire Bureau
475 Valley Road
Wayne, New Jersey 07470
Phone: (973) 694-1800, Ext. 3300
Fax: (973) 305-9251
www.waynetownship.com

APPLICATION FOR FIRE SAFETY PERMIT

Permit Number: _____ Permit Expiration Date: _____

Permit Type: _____ Telephone Number: _____

Applicant Name: _____

Address: _____

Permit Use Address: _____

Type of Activity: _____

Date of Activity: _____

Special Requirements: _____

I hereby acknowledge that I have read this application, that the information given is correct, and that I am the owner or duly authorized to act on the owner's behalf and as much agree to comply with the applicable requirements of the Wayne Township Fire Code Regulations in accordance with the Uniform Fire Code of the State of New Jersey.

Signature

Title

Date

The application fee for a permit shall be as follows:

Type 1	\$54.00
Type 2	\$214.00
Type 3	\$427.00
Type 4	\$641.00
Hot Tar Permit, Local Ord.	\$60.00

Fee must be returned with application, please make checks payable to The Township of Wayne, and return to the Wayne Fire Bureau.

APPROVED: _____ DENIED: _____ FIRE OFFICIAL SIGNATURE: _____ (10/6/17)