

City of Burlington
525 High Street
Burlington, NJ 08016
Municipal Clerk's Office
ccrivaro@burlingtonNJ.us or (609) 386-0200 x101

VENDOR APPLICATION

You must submit the zoning application + \$25 fee prior to mercantile submission. Without zoning approval this app will be denied. Zoning Official, Megan Stanley: MStanley@burlingtonNJ.us.

Applications **will not** be considered unless submitted thirty (30) days in advance of the requested issue date.

After you receive zoning approval, complete and return Form MV-1 and the Fire Safety Permit to the Municipal Clerk's Office with a **valid photo ID** along with the **non-refundable application fees** (cash, check or money order) payable to: City of Burlington. Fee amounts vary.

Upon receipt, the Municipal Clerk's Office will secure departmental approvals as follows:

- **Zoning Department:** Confirmation of zoning approval granted.
- **Police Department:** Applicants will receive a background check.
- **Fire Prevention Bureau:** Confirmation of completed application received. Additional fee may apply.
- **Health Department:** Inspections for all food-related businesses must be scheduled by the applicant by contacting the Burlington County Board of Health at (609) 265-5515. Once the Certificate of Satisfactory Completion is secure, a copy must then be supplied to the Municipal Clerk's Office and the City's Health Registrar, Brenda Marks, at bmarks@burlingtonnj.us or 609-386-0200 x137. Additional fees may apply.

Issuance and Display of License: Once the application is approved and the Vendor License is granted, the applicant will be notified for pick up. The license **must be prominently displayed**, along with the Fire Prevention Certificate of Inspection and City & County Health Certificates (food vendors).

The following information is mandatory to obtain a Mobile Vendor or Transient License with the City of Burlington.



FINGERPRINTING


Thank you for applying for a license with the City of Burlington.

Prior to the submission of any license application, each person included on this application **must be fingerprinted**. To ensure that your request is processed in a timely fashion, please submit your application at least 30 days prior to the requested issue date.

Instructions for fingerprinting:

1. Visit: <https://uenroll.identogo.com/>
2. Enter service code: 2F1HSX
3. Click 'Schedule or Manage an Appointment'
4. Enter your information
5. Enter ORI #: NJ0030500
6. Click 'Search'
7. Select: BURLINGTON CITY POLICE DEPARTMENT
8. Enter Contributor Case #: APPLICANT
9. Complete the remaining prompts
10. Submit a copy of your Service Confirmation email with your application to the Municipal Clerk's Office – see sample below & note that failure to provide will delay your application

IdentoGO Service Confirmation - 2F1HSX- VOLUNTEER-VOX-State Only

 nobody@uemail.identogo.com
To: Gabrielle Hodgson

[Reply](#) [Reply All](#) [Forward](#) [...](#)
Tue 10/29/2024 12:40 PM

IdentoGO

Service Details:

Customer:	TEST M DUMMY
UE ID:	UZNJ.SRYNNR
Service:	2F1HSX - VOLUNTEER-VOX-State Only
Estimated Amount Due:	\$33.73
Appointment Time:	11/6/2024 @ 08:40 AM (EST)
Appointment Location:	IdentoGO 57 Haddonfield Rd Colwick Business Center Ste 110 Cherry Hill, NJ 08002-4813

We accept the following methods of payment: Authorization Code, Business Check, Money Order, Credit Card
Personal checks and cash will not be accepted

IMPORTANT!

YOU WILL BE REQUIRED TO BRING THE FOLLOWING DOCUMENTS TO YOUR ENROLLMENT. Legal Name must match exactly on all identification documents brought to enrollment.

1. Driver's License PERMIT issued by a State or outlying possession of the U.S.

All ID Documents must be the originals. Copies will not be accepted.

Status as of 10/29/24

Pre-Enrolled
You have successfully pre-enrolled.

Please provide 24 hours' notice when cancelling / rescheduling an appointment.
[Click here to check your status or manage your appointment](#)

This message is only for the use of the intended recipient and may contain information that is CONFIDENTIAL and PROPRIETARY to IDEMA USA, Inc. If you are not the intended recipient, please erase all copies of the message and its attachments and notify the sender immediately.

Vendor Application

License No. _____

Date Received: _____

BUSINESS INFORMATION

Name of Business: _____

Location At Which Business Will be Conducted: _____

Dates Business will be conducted at above Address: _____

Time(s) of Day Business will be conducted at above Address: _____

Description of Proposed Activity/Nature of Business: _____

Name & Address at which the Subject Transient Business was conducted within the last six (6) months: _____

Nature, Character and Quality of Goods to be sold/offered by Applicant:

APPLICANT INFORMATION

Name of Applicant(s): _____

Applicant Birthdate: _____

Social Security #: _____ - _____ - _____

Home Address: _____

Home Phone #: _____

Email Address: _____

Criminal Record - Have you ever been arrested for anything? (circle one): YES / NO

If yes, explain: _____

Vendor Application

License No. _____

Date Received: _____

Are the above Goods going to be sold from (circle one):

Stock in Possession

By Sample

Auction

Direct Sale

By Taking Orders

Future Deliver

State where the Goods or Property Proposed to be sold are manufactured/produced and the location of these Goods at the time this application is filed:

Attach a copy of the following:

- Credentials of the Person, Firm or Corporations authorizing applicant to act as their representative, if applicable.
- The nature and character of advertising done or proposed to be done to attract customers.
- Signed letter from property owner stating that you can conduct business on their property.

REFERENCES (Please provide):

1. _____

a. Phone: _____

2. _____

a. Phone: _____

Signature of Applicant: _____

NOTARY

Subscribed and sworn to me this _____ day of _____, of 202__ (Affix Seal Here)

Signature

Vendor Application

License No. _____

Date Received: _____

FOR INTERNAL OFFICE USE ONLY

(Required Approvals)

A. VENDOR APPLICATION COMPLETION & FEE:

Fee/Amt. Pd. \$ _____ Cash/Check # _____

Signature of Municipal/Deputy Clerk: _____ DATE _____

B. ZONING: Approved Denied

REMARKS: _____

Zoning Official Signature: _____ DATE _____

C. POLICE INVESTIGATION: Approved Denied

REMARKS: _____

Chief of Police Signature: _____ DATE _____

D. FIRE PREVENTION REGISTRATION: Approved Denied

REMARKS: _____

Fire Marshall Signature: _____ DATE _____

E. HEALTH INSPECTION (If applicable): Approved Denied

REMARKS: _____

Health Registrar Signature: _____ DATE _____



APPLICATION FOR PERMIT

The Uniform Fire Code states:

"Permits shall be required, and obtained from the local enforcing agency for the activities specified in this section, except where they are an integral part of a process or activity by reason of which a use is required to be registered and regulated as a life hazard use. Permits shall at all times be kept in the premises designated therein and shall at all times be subject to inspection by the fire official." [N.J.A.C. 5:70-2.7(a)]

Date of application: _____

Location where activity will occur: _____

Date: _____ Time: _____

Applicant Name: _____ Address: _____

Organization Name: _____

Phone/Fax Number: _____ Emerg.#: _____

Block/Lot: _____ Email: _____

The above named applicant hereby requests permission to conduct the following activity at the above indicated location:

And for the keeping, storage, occupancy, sale, handling or manufacture of the following (include quantities for each category to be stored, or used and the method stored or used):

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 in the owner's behalf and as such hereby agree to comply with the applicable requirements of the fire code as well as any specific conditions imposed by the fire official.

 Applicant Signature

By: _____
 Corey Towner, Fire Official

 Fee Amount

 Permit Type

FIRE SAFETY PERMIT PROCESS

Operation of a mobile food unit requires a fire safety permit and fire safety inspection **each individual time the mobile food unit sets up to operate** at any and all locations in the City of Burlington. In the event that you have a Mobile Vendor License from the Clerk's Office, if you depart your location for any reason, a new Permit is required prior to resuming your operation.

If your vehicle prepares food using fuel fired appliances or a free-standing generator you are required to obtain a Fire Safety Permit from the City of Burlington Bureau of Fire Safety as per the Uniform Fire Code. **This permit is issued per occurrence of setting up and operating. N.J.A.C.5:70-2.7**

The inspector will conduct an on-site inspection the day of the event once the vehicle is set up. The inspector will conduct a basic Fire Prevention inspection of the vehicle to verify that the life safety features comply with the NJ Uniform Fire Code. This includes but is not limited to the suppression system having a valid 6-month certification, required professional cleaning of the cooking hood and ventilation system, along with the proper and currently inspected fire extinguishers on board.

You will need to submit the below with your Application:

- Fire Safety Food Truck Permit Application
- Fee: \$54 payable to Fire Prevention Bureau, City of Burlington
- A current cooking suppression system inspection report (without deficiencies) must be submitted with the fire safety permit application.

If there is any missing information or questions, an inspector will contact the vendor to clarify any question or issues with the application. Please ensure that there is a working email address and phone number on the application.

Once the application is reviewed and deemed complete the truck will be added to our inspection schedule for the date of operation.

A fire safety inspection will take place on the day of operation once the mobile unit (food truck) is fully set up.

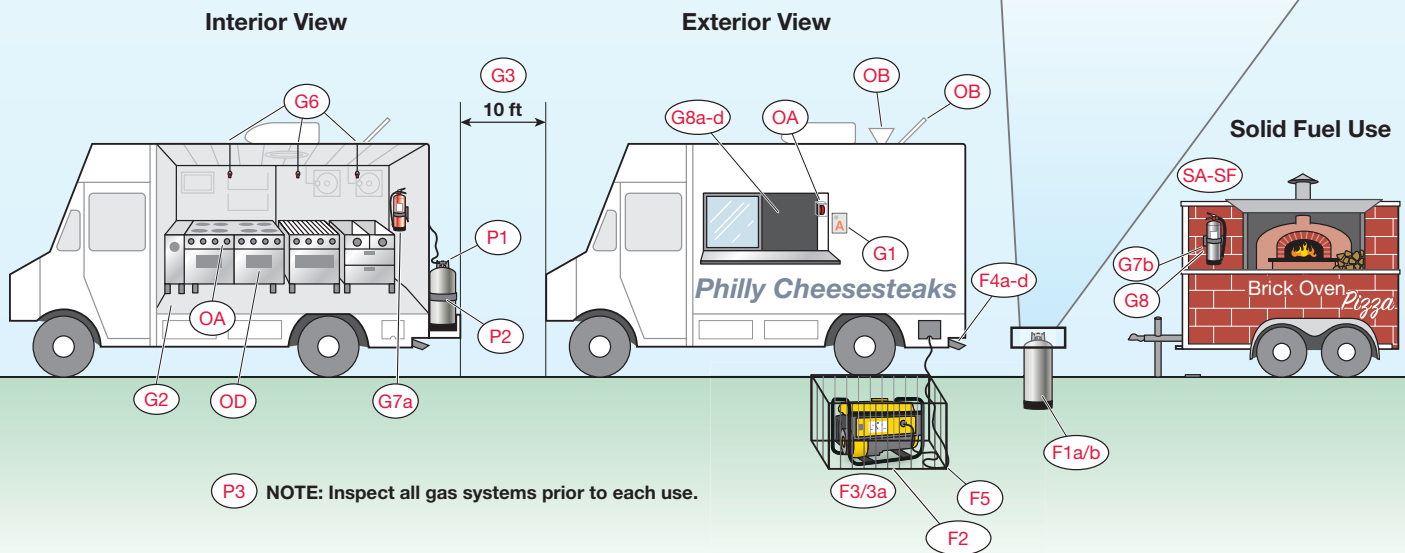
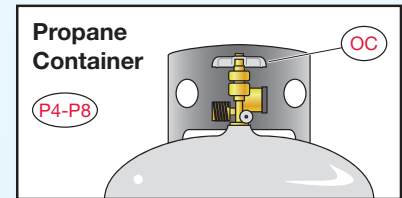
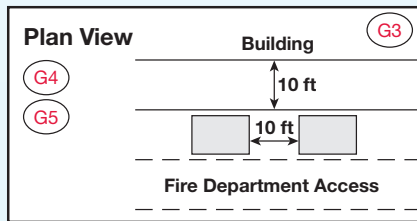
Cooking is NOT permitted until the fire safety inspection is complete.

INSPECTION PROCESS

- The day of operation a fire inspector will arrive to inspect the operation approximate 1 hour prior to the noted start time on the application.
- Please review the food truck safety sheet below for guidance on proper set up to enable as smooth inspection process.
- Violations found at the time of inspection that cannot be abated at the time of inspection will result in the permit not being issued and the vendor being sent home for the day.



FOOD TRUCK SAFETY



NFPA code references are provided at the end of each item. The red keys correspond to the NFPA food truck safety diagram. For more detailed information, see NFPA 1 and Chapter 17 in NFPA 96.

General Safety Checklist

- Obtain license or permits from the local authorities. [1:1.12.8(a)] **G1**
- Ensure there is no public seating within the mobile food truck. [1:50.8.3.2] **G2**
- Check that there is a clearance of at least 10 ft away from buildings, structures, vehicles, and any combustible materials. [96:17.2] **G3**
- Verify fire department vehicular access is provided for fire lanes and access roads. [1:18.2.4] **G4**
- Ensure clearance is provided for the fire department to access fire hydrants and access fire department connections. [1:13.1.4; 1:13.1.5] **G5**
- Check that appliances using combustible media are protected by an approved fire extinguishing system. [96:10.1.2] **G6**
- Verify portable fire extinguishers have been selected and installed in kitchen cooking areas in accordance with NFPA 10. [96:10.9] **G7a**
- Where cooking appliances that use solid fuel, such as charcoal or wood, produce grease-laden vapors, make sure the appliances are protected by listed fire-extinguishing equipment. [96:15.7.1] **G7b**
- Ensure that workers are trained in the following: [96:17.10]: **G8**
 - Proper use of portable fire extinguishers and extinguishing systems [96:17.10.1(1)] **G8a**
 - Proper method of shutting off fuel sources [96:17.10.1(2)] **G8b**
 - Proper procedure for notifying the local fire department [96:17.10.1(1)] **G8c**
 - Proper procedure for how to perform simple leak test on gas connections [96:17.10.1(5)] **G8d**



FOOD TRUCK SAFETY CONTINUED

Fuel & Power Sources Checklist

- Verify that fuel tanks are filled to the capacity needed for uninterrupted operation during normal operating hours. [1:10.14.11.1 for carnivals only] **F1a**
- Ensure that refueling is conducted only during non-operating hours. [96:17.8.3] **F1b**
- Check that any engine-driven source of power is separated from the public by barriers, such as physical guards, fencing, or enclosures. [96:17.5.2.2] **F2**
- Ensure that any engine-driven source of power is shut down prior to refueling from a portable container. [1:10.15.4] **F3**
- Check that surfaces of engine-driven source of power are cool to the touch prior to refueling from a portable container. **F3a**
- Make sure that exhaust from engine-driven source of power complies with the following: **F4**
 - At least 12 ft in all directions from openings and air intakes [96:17.5.2.3(1)] **F4a**
 - At least 12 ft from every means of egress [96:B.13] **F4b**
 - Directed away from all buildings [96:17.5.2.3(2)] **F4c**
 - Directed away from all other cooking vehicles and operations [96:17.5.2.3(3)] **F4d**
- Ensure that all electrical appliances, fixtures, equipment, and wiring complies with the NFPA 70® [96:17.8.1] **F5**

Propane System Integrity Checklist

- Check that the main shutoff valve on all gas containers is readily accessible. [58:6.26.4.1(3)] **P1**
- Ensure that portable gas containers are in the upright position and secured to prevent tipping over. [58:6.26.3.4] **P2**
- Inspect gas systems prior to each use. [96:17.7.2.3] **P3**
- Perform leak testing on all new gas connections of the gas system. [58:6.16; 58:6.17] **P4**
- Perform leak testing on all gas connections affected by replacement of an exchangeable container. [58:6.16; 58:6.17] **P5**
- Document leak testing and make documentation available for review by the authorized official. [58:6.26.5.1(M)] **P6**
- Ensure that on gas system piping, a flexible connector is installed between the regulator outlet and the fixed piping system. [58:6.26.5.1(B)] **P7**
- Where a gas detection system is installed, ensure that it is tested monthly. [96:17.7.2.2] **P8**

Operational Safety Checklist

- Do not leave cooking equipment unattended while it is still hot. (This is the leading cause of home structure fires and home fire injuries.) **OA**

- Operate cooking equipment only when all windows, service hatches, and ventilation sources are fully opened. [96:12.1.1] **OB**
- Close gas supply piping valves and gas container valves when equipment is not in use. [58:6.26.8.3] **OC**
- Keep cooking equipment, including the cooking ventilation system, clean by regularly removing grease. [96:12.4] **OD**

Solid Fuel Safety Checklist (Where Wood, Charcoal, Or Other Solid Fuel Is Used)

- Fuel is not stored above any heat-producing appliance or vent. [96:15.9.2.2] **SA**
- Fuel is not stored closer than 3 ft to any cooking appliance. [96:15.9.2.2] **SB**
- Fuel is not stored near any combustible flammable liquids, ignition sources, chemicals, and food supplies and packaged goods. [96:15.9.2.7] **SC**
- Fuel is not stored in the path of the ash removal or near removed ashes. [96:15.9.2.4] **SD**
- Ash, cinders, and other fire debris should be removed from the firebox at regular intervals and at least once a day. [96:15.9.3.6.1] **SE**
- Removed ashes, cinders, and other removed fire debris should be placed in a closed, metal container. [96:15.9.3.8.1] **SF**

Learn More

- ▶ Get free digital access to NFPA codes and standards at: nfpa.org/docinfo
- ▶ Read the latest news and updates at: nfpa.org/foodtrucksafety
- ▶ Review the following and other NFPA resources at: nfpa.org
 - NFPA 1, *Fire Code*, 2021 Edition
 - *NFPA 1 Fire Code Handbook*, 2021 Edition
 - NFPA 10, *Standard for Portable Fire Extinguishers*, 2018 Edition
 - NFPA 58, *Liquefied Petroleum Gas Code*, 2020 Edition
 - *LP-Gas Code Handbook*, 2020 Edition
 - NFPA 70®, *National Electrical Code*®, 2020 Edition
 - *National Electrical Code*® *Handbook*, 2020 Edition
 - NFPA 96, *Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations*, 2021 Edition
 - NFPA 96: *Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations Handbook*, 2017 Edition

