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

Cooking Vendor, Tent & Canopy Guidelines

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/

RIMS ONLINE

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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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 if 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.

Home > Fire Safety BFCE Public Users > Apply for Permit

Bureau of Fire Code Enforcement – Apply for a Permit

This function can be performed by owners or managers of businesses registered and inspected by the Division of Fire Safety, Bureau of Fire Code Enforcement who are registered DCA RIMS users.

- On the **My Workspace** page, click Apply for a Permit.
- After reading the instructions, click **Continue.**
- Complete the **Permit Application General Information** page.
- Click **Continue.**
- At the **Permit Application Location and Dates** page—
  - If an existing event was selected, click **Continue.**
  - If an annual or new event was selected, enter information in the fields and click **Continue.**
- At the **Permit Application Type** page—
  - Select a **Permit Type**
  - Enter the **Quantity.**
  - Click **Continue.**

Associated Business

In the **Business Selection** screen—

- If the business you want to associate with this permit **IS LISTED**—
  - Select it.
  - Click **Continue.**
  - Go to **Contacts**, below.
- If the business you want to associate with this permit **IS NOT LISTED**—
  - Check the box for **I do not wish to use a facility currently in my profile.**
  - Click **Create New Business.**
  - Complete the **Permit Application Business Information** screen.
  - Click **Continue.**

Contacts

Navigate the **Contacts** screens by selecting the desired contact's title in the tabs at the top or by clicking **<< Previous** or **Next >>** to move forward or back.

- On the **Contacts** screen—
  - Enter or edit information for the **Primary Business Owner.**
  - Enter or edit information for the **Preparer/Applicant.**
  - Click **Continue.**
- If you are NOT applying for a 3C03 (Fireworks Permit), go to **Certify**, below.
- If you *are* applying for a 3C03 (Fireworks Permit)—
  - Select a Fireworks Display Company.

If the Fireworks Display Company you are using is not listed, contact the New Jersey Department of Community Affairs, Division of Fire Safety, Bureau of Fire Code Enforcement, Permits – Carnivals/Events at 609-633-6132.

- Click **Continue**.

Terms and Conditions

- Select all of the terms and conditions check boxes.
- Click the HTML, PDF, Word, or Excel icon for each item to review, print, and/or save the terms and conditions.
- Click **Yes** to indicate that you agree to the terms and conditions.
- Click **Continue**.

Attachments

- If you don't need to upload any documents, click **Continue** and skip this step.
- To upload (attach) documents—
  - Enter the **Attachment Name** and other relevant information.
  - Click **Browse** on the **Attachment Upload** screen.
  - When the **File Upload** window opens up, select the desired document.
  - Click **Open**.
  - Click **Upload** on the **Attachment Upload** screen.
  - Repeat, as needed.
- When you have uploaded all the desired documents, click **Continue**.

Certify

- On the **Certification – Single Application – General** screen, enter your Certification **PIN**
- Click **Certify**.
- Click **Continue**.

Payment

- On the **Payment Summary** screen, select—
  - Pay with Credit Card

    or
  - Pay with eCheck

Pay with Credit Card

- Complete the **Customer Billing Information**.
- Click **Continue**.
- Review the information you entered.
- If any of it is incorrect—
  - Click **Edit**.
  - Correct the information.
  - Click **Continue**.

- When you have verified that the information is correct, click **Continue.**
- Click **Make Payment.**
- You may print the **Payment Confirmation** page for your records.
- Click **Continue.**

Pay with eCheck

- On the **Make Payment by eCheck** screen, select **No** to answer the question, "Will the funds for the payment come from an account outside the United States?"

  The State of New Jersey cannot accept electronic payments from accounts outside of the United States. Payments from foreign accounts cannot be made electronically. You must use a domestic account.

- Enter information into the fields.
- Click **Continue** when finished.
- Check the information on the **Review Payment Information** screen.
- If the information is correct, **Authorize Payment.**
- If the payment information is ***not correct***—
  - Use the navigation bar on the left side of the screen to go back to either the **Payment Summary** or **eCheck Payment** screen.
  - Correct the information.
  - Click **Continue.**
- Review the **Payment Confirmation** screen.
- To print a copy for your records, click **Printer Friendly Version** at the upper right corner.
- After printing, close the screen and go back to the **RIMS Online Payment** tab.
- Click **Go to Workspace.**

You will be returned to the **My Workspace** screen, where you can scroll down and check the status of the Permit Application.

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Registration Inspections Management System
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PO Box 800, Trenton, NJ 08625-0800

Contact the DCA RIMS Help Desk.