

Food Truck Policy

Permitting, Licensing, & Inspection Requirements

Purpose

The following policy was developed:

- To prevent food trucks from becoming fire hazards.
- Ensure the health and safety of the campus community.
- Provide guidance on safety precautions, conditions and critical areas that shall be considered prior to the use of food trucks on campus.
- Facilitate communications among departments involved in events that will be employing food trucks on campus.
- Provide for conditions that are compliant with the NJ Fire Code.

To Whom Does the Policy Apply

Ramapo College community and all food vendors operating on campus.

Related Documents

- New Jersey Fire Code
- <https://www.ramapo.edu/ehs/fire-safety/>
- RIMS Permit Steps (attached)
- RCNJ Application for Food Truck Event form (attached)
- Inspection for Mobile Food Vehicle Event form (attached)
- NFPA Fact Sheet – Food Truck Safety (attached)

Contacts

College Fire Marshal (201).684.6252

Enforcement of Policy

The policy will be enforced by the College Fire Marshal. The Division of Fire Safety will enforce applicable provisions of the New Jersey State Fire Code.

Violation of Policy

A violation of the applicable provisions of the New Jersey State Fire Code will be issued by the State Fire Marshal via "Notice of Violation and Order to Correct". Violations not abated on site by the food truck vendor may result in an order to discontinue operations and leave the premises.

Definitions

A mobile enclosed unit is defined as: *A unit of closed construction designed to be driven or towed from place to place, which includes commercial cooking equipment producing grease-laden vapors and which allows for occupancy by the operator. Also known as "mobile canteen."* (N.J.A.C. 5:70-3, Section 202, 2015 IFC, NJ Ed.)

A mobile enclosed unit is synonymous with the term “food truck.”

NJ Division of Fire Safety Permit Requirements

The New Jersey Division of Fire Safety has determined that “Mobile Enclosed Unit” or food truck type vehicles, once they are parked and operating, are “premises” and subject to ALL regulations and permit requirements contained in the New Jersey Uniform Fire Code.

Permits are valid only for the duration of the event and only for the location listed on the permit. Events spanning multiple non-contiguous days will require a separate permit for each date that the food truck is on campus.

- 1) The operator must obtain a “1L12” Type 1 Permit from the NJ Division of Fire Safety (DFS) via the online **RIMS** platform found on the NJ Division of Consumer Affairs (DCA) website (enclosed mobile food truck requiring a fixed suppression system) (N.J.A.C. 5:70-2.7(a)3.xii)
- 2) The applicant shall specify the date/time requested for inspection on the application form under the “Activity Description” field in Step 1 of the RIMS application process. No permit will be issued until such time as an inspection is completed by the DFS. (N.J.A.C. 5:70-2.7(c)).
- 3) Under Step 2 of the application process, check the box for **State Facility** to ensure the permit is routed to the correct department.
- 4) Under Step 5 of the application process, check the box for **I do not wish to use a facility currently in my profile**.
- 5) Permits may not be granted by the DFS unless the completed application and payment of the application fee is made in RIMS at least two (2) weeks prior to the commencement of the event. (N.J.A.C. 5:70-2.7(i))
- 6) An approved permit will be issued by the DFS upon the satisfactory inspection of all equipment and set-up to be utilized for that specific event that the permit covers.

NOTE: The igniting of gas powered appliances prior to an inspection shall constitute a violation of the code and the operator may be subject to penalty (N.J.A.C. 5:70-2.12(b)7.i) (see Technical Requirements)

Ramapo College Administrative Requirements

- 1) For the purposes of this policy, a “completed application” shall also include all information requested on the attached RCNJ Application for Food Truck Event form. The form should be returned via email to ekutzin@ramapo.edu or via regular mail to the address found on the top of the form.
- 2) If you have any questions about the fire safety permit process or any fire safety concern please feel free to contact the College Fire Marshal’s Office by emailing ekutzin@ramapo.edu.

Technical Fire Safety Requirements

Effective July 1, 2018, the State of New Jersey has updated the Uniform Fire Code.

- All commercial cooking operations that produce grease laden vapors shall be equipped with a ventilating hood, duct, and automatic fire suppression system designed and installed in accordance with the New Jersey Uniform Fire Code (N.J.A.C. 5:70-4.7(g))
- This subsection shall apply to mobile enclosed units, as defined in NJAC 5:70-3. Systems installed in mobile enclosed units shall comply with all applicable requirements of NFPA 96, but such installations shall not be required to comply with the New Jersey Uniform Construction Code (N.J.A.C. 5:70-4.7(g)3).
- A current Hood Cleaning Report must be available, at the time of inspection. Hoods need to be clean and free of excess grease accumulation (NFPA 96)

- The suppression system must be inspected/tested within previous 6 months by a company possessing a valid NJ Division of Fire Safety Contractor Permit (if the truck is registered in another state, such as PA or NY, then it must have been inspected within the last 6 months, but the inspection does not have to be performed by a company having a NJ Division of Fire Safety Contractor Permit). (N.J.A.C. 5:70-3, 904.12.6.2, 2015 IFC, NJ Ed.)
- A Suppression System Inspection Report (Form NJFS 17A) showing that the System was serviced within the last 6 months, must be available on the premise, at the time of the inspection. The system must also be tagged by the company that performed the inspection (N.J.A.C. 5:70-3, 901.6.2, 904.12.6.2, 2015 IFC, NJ Ed.)
- The operator must have a copy of the actual fire suppression system inspection report in the vehicle (not just the cylinder tag).
- The truck must be equipped with a “K” type portable fire extinguisher, if the truck is equipped with deep fat fryers. (N.J.A.C. 5:70-3, 904.12.5.2, 2015 IFC, NJ Ed.)
- All solid fuel cooking appliances, whether or not under a hood, with fireboxes 5 cubic feet (0.14 m³) or less in volume shall have a minimum 2.5 gallon (9L) or two 1.5 gallon (6L) Class “K” wet-chemical portable fire extinguishers located in accordance with N.J.A.C. 5:70-3, 904.12.5, 2015 IFC, NJ Ed.
- When deep fryers are present, a portable Class K fire extinguisher of a Minimum 1.5 gallon (6L) capacity shall be mounted in the vehicle (N.J.A.C. 5:70-3, 904.12.5.2)(Depending on the size of your unit and operation, more than one may be required.)
- A 2A:10B:C Rated Fire Extinguisher with current inspection tag shall also be mounted in the vehicle and readily accessible to the operator.
- All gas fittings must be tight and free from leaks, a leak test will be performed prior to the beginning of your operations. Do not light burners prior to being told to do so by the DFS Inspector. For the safety of the Inspector, if your equipment is hot you may have to shut it down and allow it to cool prior to inspection.
- Propane cylinders must be inspected for rust, damage, dents, leaks, alterations. (NFPA 58-5.2.2.1)
- Propane hoses, exposed portions, must be inspected for general condition and leaks. (NFPA 58-6.18.2)
- Maximum propane tank size is 125 lbs. (300 gal wc). (There is no maximum amount per vehicle) (NFPA 58-6.21.3.1(E))
- Propane containers and regulators must be installed on the outside of the vehicle, unless in a cabinet that is vapor tight to the inside of the vehicle, accessible only from outside the vehicle, and properly vented to the exterior of the vehicle. (NFPA 58-6.21.3.3)
- Propane cylinders must be attached to the vehicle-they may not be free standing, even if properly secured (NFPA 58-6.21.3.4)
- Propane cylinder valves, regulators, hoses, etc., must be protected from damage from physical impact, stones, mud, etc. (NFPA 58-6.21.3(B))
- Regulators must be installed so that the pressure relief valve is pointing downward and the vent must be protected to prevent dirt, mud, etc., from entering the vent (NFPA 58-6.21.4.2)
- The entire vehicle is subject to full inspection for all other applicable requirements provided for “premises” in accordance with NJ Uniform Fire Code.

Health Department Requirements

If you serve food to the public, you are required by state law to have an approval from the local health department prior to operating. It does not matter if the food is sold or given away, you must have an approval. A mobile food establishment is any movable restaurant, truck, van, trailer, cart, bicycle, watercraft, or other movable unit including hand carried, portable containers in or on which food or beverage is transported, stored, or prepared for retail sale or given away at temporary locations. A temporary food establishment operates for no more than 14 consecutive days in conjunction with a single event or celebration. A seasonal food establishment operates during

specific months of the year, usually weather related, as designated by the operator on the application. An annual food establishment operates on a routine schedule year round.

All food purveyors at temporary events are required to obtain a Temporary Food Establishment license from the Mahwah Health Department. Applications for this license are available for download from the Township website at www.mahwahtwp.org or by calling 201-529-5757.

All applications must be submitted 14 days in advance of the event. The license is valid for 90 days.

Policy is subject to change at any time by order of the NJ Division of Fire Safety or College Fire Marshal.

RIMS Permit Steps

PERMIT APPLICATION GENERAL INFORMATION

- 1 - Instructions
 - 2 - General Permit Information
 - 3 - Location and Dates
 - 4 - Permit Type
 - 5 - Contacts
 - 6 - Hard Copy Attachments
 - 7 - Attachment Upload
 - 8 - Payment Processing
- Please Note**
 You may click on a previously visited page (above) to navigate back to that screen.

***Permit Duration:** Temporary
 Annual

Event:

***New Event:**

Activity Description:

[Continue](#)

Permit Location--Actual physical location where the permitted activity will take place

- 1 - Instructions
 - 2 - General Permit Information
 - 3 - Location and Dates
 - 4 - Permit Type
 - 5 - Contacts
 - 6 - Hard Copy Attachments
 - 7 - Attachment Upload
 - 8 - Payment Processing
- Please Note**
 You may click on a previously visited page (above) to navigate back to that screen.

***Physical Address Line 1:**

State Facility:

***County:**

***Municipality:**

***Fire District:**

***Start Date:** (MM/DD/YYYY)

***End Date:** (MM/DD/YYYY)

Rain Start Date: (MM/DD/YYYY)

Rain End Date: (MM/DD/YYYY)

[Continue](#)

PERMIT APPLICATION TYPE

- 1 - Instructions
 - 2 - General Permit Information
 - 3 - Location and Dates
 - 4 - Permit Type
 - 5 - Contacts
 - 6 - Hard Copy Attachments
 - 7 - Attachment Upload
 - 8 - Payment Processing
- Please Note**
 You may click on a previously visited page (above) to navigate back to that screen.

*Permit Type	Permit Type Description	*Quantity Remove
1L12 - Permanent cooking operation which is not a LHU.	Any permanent cooking operation that requires a suppression system in accordance with N.J.A.C. 5:70-4.7(g) and is not defined as a life hazard use in accordance with N.J.A.C. 5:70-2.4	1

[Add Row](#)

[Continue](#)

BUSINESS SELECTION

- 1 - Instructions
 - 2 - General Permit Information
 - 3 - Location and Dates
 - 4 - Permit Type
 - 5 - Business Selection
 - 6 - Contacts
 - 7 - Hard Copy Attachments
 - 8 - Attachment Upload
 - 9 - Payment Processing
- Please Note**
 You may click on a previously visited page (above) to navigate back to that screen.

Select	Facility	Facility ID	Facility Type	County	Municipality	Fire District	Address
<input type="radio"/>	RAMAPO COLLEGE OF NJ	0233059272.1	Assembly	Bergen	Mahwah Twp	001	505 RAMAPO VALLEY Road, NJ

Clicking a column title will sort the table by that column.

I do not wish to use a facility currently in my profile.

Please use this hyperlink to leave this service and add facilities to my profile using the [Facility Search](#) page.

[Clear](#)

[Create New Business](#)

[Continue](#)

Application for Mobile Food Vehicle Event

(to be completed by food vehicle vendor and returned to RCNJ Fire Marshal prior to event)

Event: _____ Date of Event: _____

Event Sponsor: _____ Time of Event: _____ To: _____

Type of Event: _____ Setup Time: _____

Business Name: _____ Location: _____

Business Address: _____ Vehicle Name: _____

_____ License Plate #: _____ State: _____

_____ Type of Vehicle: _____

Business Phone: _____

Applicant Name: _____

Applicant Email: _____

Vehicle equipped with an exhaust hood: Yes No

If answer is "Yes", please complete the following:

1. Number of appliance under the hood: _____
2. Appliance type (number of each type – all that apply):
Stove _____ Griddle _____ Oven _____ Deep Fryer _____ Other _____
3. Heat sources used for cooking: Propane Charcoal Wood Other
4. Vehicle equipped with "K-Type" fire extinguisher: Yes No
5. Date of last suppression system inspection: _____
6. Number of propane tanks mounted on the vehicle: _____
7. Size of propane tanks (lbs) mounted on the vehicle: _____

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 Ramapo College of New Jersey, the NJ Fire Code, as well as any specific conditions imposed by the Division of Fire Safety or the College Fire Marshal.

Signature: _____

Date: _____

Inspection for Mobile Food Vehicle Event

(to be completed by College Fire Marshal)

Date of Inspection: _____

LP/CNG Tanks:

Number of Tanks: _____

Size of each Tank: _____

Tank Condition: _____ Tank Condition: _____ Tank Condition: _____

Hydro Test Date: _____ Hydro Test Date: _____ Hydro Test Date: _____

Mounting of LP/CNG Tanks: Rear Cabinet Chassis

Condition of Cabinet: _____

Chassis Mount Location Regulator: _____

“NO SMOKING SIGNS” Located by Tanks: _____

Placard on the Cabinets: _____

Generators:

Mounted: Yes No Location: _____ Condition of Generator: _____

Type of Fuel: Gas LP Diesel Hard Lined from Vehicle Fuel Tank: Yes No

Generator Clear of Combustibles: Yes No

Extension Cords: Yes No #: _____ Condition of Cords: _____

Extension Cords Present Trip Hazard: Yes No

Awnings:

Awning Attached to Vehicle: Yes No Location: _____

Fire Rated/Tested: Yes No

Tent:

Pop-up Tent: Yes No Location: _____

Fire Rated/Tested: Yes No

Interior:

Hood Suppression System: Yes No

Last Inspection: _____ Inspected By: _____

Last Cleaning: _____ Cleaned By: _____

Last Time Fusible Links Were Changed: _____

Overall Condition of the Hood System: _____

Portable Fire Extinguishers:

ABC: Yes No #: _____ Size: _____

K: Yes No #: _____ Size: _____

Ventilation System:

Ventilation System: Yes No

Overall Condition of the Vent System: _____

Appliances:

Stove: LP Electric

Grill: LP Electric

Fryer: LP Electric Closeable Lid: Yes No Gallons of Oil: _____

Smoke Detector: Yes No

CO Detector: Yes No

Gas Detector: Yes No



OFFICE OF THE FIRE MARSHAL

505 Ramapo Valley Road, Mahwah, NJ 07430

Phone (201) 684-6252

www.ramapo.edu

Overall Condition of the Cooking Area: _____

Comments: _____

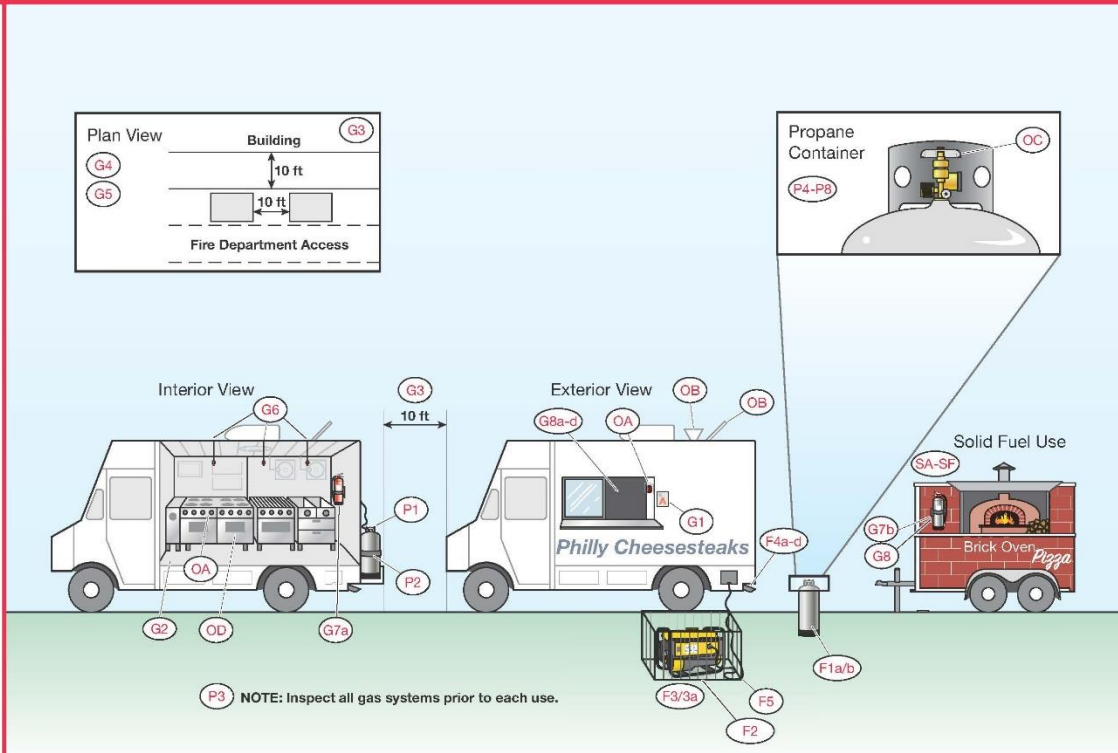
DFS Inspector: _____

Permit Issued: Yes No Permit #: _____



FACT SHEET

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 Annex B 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. [1:50.7.1.6.3] **G2**
- Check that there is a clearance of at least 10 ft away from buildings, structures, vehicles, and any combustible materials. [96:7.8.2; 96:7.8.3 for carnivals only] **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. [1:13.1.3; 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. [96:10.9.3] **G7a**
- Where solid fuel cooking appliance produce grease-laden vapors, make sure the appliances are protected by listed fire-extinguishing equipment. [96:14.7.1] **G7b**
- Ensure that workers are trained in the following: [96:B.15.1]: **G8**
 - Proper use of portable fire extinguishers and extinguishing systems [10:1.2] **G8a**
 - Proper method of shutting off fuel sources [96:10.4.1] **G8b**
 - Proper procedure for notifying the local fire department [1:10.14.9 for carnivals only] **G8c**
 - Proper procedure for how to perform simple leak test on gas connections [58:6.16, 58:6.17] **G8d**

© 2018 National Fire Protection Association



FACT SHEET

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. [1:10.14.10.1 for carnivals only] **F1a**
- Ensure that refueling is conducted only during non-operating hours. [96:B.18.3] **F1b**
- Check that any engine-driven source of power is separated from the public by barriers, such as physical guards, fencing, or enclosures. [96:B.16.2.2] **F2**
- Ensure that any engine-driven source of power is shut down prior to refueling from a portable container. [1:11.7.2.1.2] **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 10 ft in all directions from openings and air intakes [96:B.13] **F4a**
 - At least 10 ft from every means of egress [96:B.13] **F4b**
 - Directed away from all buildings [1:11.7.2.2] **F4c**
 - Directed away from all other cooking vehicles and operations [1:11.7.2.2] **F4d**
- Ensure that all electrical appliances, fixtures, equipment, and wiring complies with the NFPA 70® [96:B.18] **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:B.19.2.3] **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 has been tested in accordance with the manufacturer's instructions. [96:B.19.2.1] **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. [96:14.2.2; 96:14.2.3] **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. [96:11.4] **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. [96:14.9.2.2] **SA**
- Fuel is not stored closer than 3 ft to any cooking appliance. [96:14.9.2.2] **SB**
- Fuel is not stored near any combustible flammable liquids, ignition sources, chemicals, and food supplies and packaged goods. [96:14.9.2.7] **SC**
- Fuel is not stored in the path of the ash removal or near removed ashes. [96:14.9.2.4] **SD**
- Ash, cinders, and other fire debris should be removed from the firebox at regular intervals and at least once a day. [96:14.9.3.6.1] **SE**
- Removed ashes, cinders, and other removed fire debris should be placed in a closed, metal container located at least 3 ft from any cooking appliance. [96:14.9.3.8] **SF**

NFPA RESOURCES

NFPA 1, *Fire Code*, 2018 Edition
 NFPA 1 *Fire Code Handbook*, 2018 Edition
 NFPA 58, *Liquefied Petroleum Gas Code*, 2017 Edition
 LP-Gas *Code Handbook*, 2017 Edition
 NFPA 70®, *National Electrical Code*®, 2017 Edition
National Electrical Code® *Handbook*, 2017 Edition
 NFPA 96, *Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations*, 2017 Edition
 NFPA 96: *Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations Handbook*, 2017 Edition

▶ BECOME AN NFPA MEMBER
 FOR MORE OF THESE RESOURCES



IT'S A BIG WORLD.
 LET'S PROTECT IT TOGETHER.™

NOTE: This information is provided to help advance safety of mobile and temporary cooking operations. It is not intended to be a comprehensive list of requirements for mobile and temporary cooking operations. Check with the local jurisdiction for specific requirements. This safety sheet does not represent the official position of the NFPA or its Technical Committees. The NFPA disclaims liability for any personal injury, property, or other damages of any nature whatsoever resulting from the use of this information. For more information, go to nfpa.org/foodtrucksafety.

©2018 National Fire Protection Association / August 2018