



## Bureau of Fire Prevention of the Borough of Englishtown

3 South Main St., P.O. Box 2  
Englishtown, NJ. 07726  
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firemarshal@englishtownfd.com

**Ken Marr, Jr., Fire Marshal**



### **RE: Annual Emergency Registration Information Form. (2024)**

#### **Dear Property - Building Owner and/or Tenant Businesses:**

Each year, during the annual Certificate of Inspection program, the Borough of Englishtown, Fire District #1., collects data related to the operation of your business. This information assists the Borough in maintaining emergency information, business information etc. to serve you better at protecting your interest.

The Englishtown Board of Fire Commissioners has enacted through resolution, in concert with the New Jersey Uniform Fire Safety Code N.J.A.C. 52:27D-192 et seq. /PL 1983.c.383, which required that the owner(s) and agents of all businesses, professions, occupancies, buildings, structures, or premises, regardless of use, except single family dwellings, shall file this form and required fee annually, with the Borough of Englishtown Fire Prevention Bureau. Once complete you will receive your fire inspection.

**It is the responsibility of each property owner and business to complete the form and remit appropriate fees to the Borough of Englishtown Fire Prevention Bureau. Your business is not exempt from filing and remitting fees even if you are a tenant in a building, with other businesses.**

It is a violation of this ordinance for an owner or tenant to fail to return the forms and fees. If ownership is transferred, whether by sale, assignment, gift, intestate, succession, device, reorganization, receivership, foreclosure, or execution process, the new owner must file with the Borough of Englishtown Fire Prevention Bureau office, within (30) days of the transfer, an application for a Certificate of Inspection pursuant to this subsection.

If you have any questions regarding this program, please do not hesitate to contact this office.

All registration for Certificate of Inspections forms shall be accompanied by fees as set forth by the Englishtown Board of Fire Commissioners through resolution and noted.

1. Buildings structures, or rental space up to 1,000 square feet- \$93.50
2. 1,001 square feet to 5,000 square feet- \$156.25
3. 5,001 square feet to 10,000 square feet- \$250.00
4. 10,001 square feet to 50,000 square feet- \$375.00
5. An addition of \$87.50 for each additional 50,000 square feet.

All businesses or buildings, i.e. Movie theaters, restaurants (seating capacity over 50 patrons), gas stations, and daycare centers, which have registered with the New Jersey Division of Fire Safety as a Life Hazard Use, by Law, you will be exempt from the local registration fee, **but must complete the form to register your building or business with the local Fire Prevention Bureau.** If exempt, please enter the New Jersey Division of Fire Safety, Life Hazard Use registration number on the form in the space provided.

**Failure to return the form and fees within (30) days will subject you to a monetary penalty of \$250.00 per week.**

Make Checks payable to: Borough of Englishtown Fire Prevention Bureau. Remit to the address listed above.

Respectfully,

*Ken Marr, Jr.*  
Fire Marshal