

## **FIRE SAFETY PERMIT APPLICATION INSTRUCTIONS:**

- RIMS Online Access: [http://www.nj.gov/dca/divisions/codes/RIMS\\_online.html](http://www.nj.gov/dca/divisions/codes/RIMS_online.html)
  - New User? Request Access to RIMS Online
  - Complete: (Contact Name, Organization Name, Email Address, Confirm Email)
  - Do you have a myNewJersey Login ID – If no, continue to fill out Contact Information
  - Specify User Group – Select Facility User
  - Request Certification Pin (This will be emailed to you and used in a later step)
  - Select Services – Apply for a Permit
  - Instruction Page: Type of Permit – Type 1 Permit \$54.00
  - General Permit Information
    - Permit Duration: Select - Temporary Permit
    - Event: Select - Pizza & Pasta Northeast
  - Location and Dates (Automatically prepopulates information when event is selected)
    - Physical Address: One Convention Blvd
    - State Facility:  Check Box
    - County: Atlantic
    - Municipality: Atlantic City
    - Fire District: 001
    - Start Date: 9/25/2019
    - End Date: 9/26/2019
  - Permit Type:
    - Helpful Tip: [1E05 – Open Flame Permit] or [1L12 – Self-Contained Unit Permit]
      - Permits are required per booth - No blanket permits will be approved
  - Business Selection
    - I do not wish to use a facility currently in my profile
    - Create New Business
  - Business Information
    - Permit Applicants Mailing Address – not related at all to permit location
  - Contacts
    - Complete Primary Business Contact Information
    - Preparer/Applicant
      - Helpful Tip: Utilize drop down option to select My Profile Information or Existing Contact
  - Terms and Conditions
    - Confirmation of Permit Selected and PDF File of Permit Requirements
  - Hard Copy Attachments & Attachment Upload
    - Typically no attachments required for Type 1 Permit.
    - If you have booth layout plan you may upload under attachments or continue with no attachments at this time.
  - Certification
    - Review Application
    - Enter Certification PIN (From earlier process that was emailed to you)
  - Payment Process
    - Complete Information as Prompted

### **For additional information or questions:**

#### **Atlantic City Convention Center Representatives:**

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#### **Department of Community Affairs Division of Fire Safety**

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