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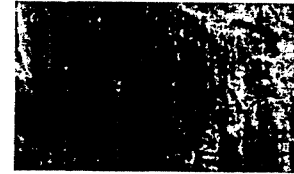
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## Division of Fire Safety



The mission of the New Jersey Division of Fire Safety shall be to serve as the central focus for the State's fire service community and the general public in all matters relating to fire safety through the development and enforcement of the State Uniform Fire Code, public education programs and firefighter training programs.

Within the Division of Fire Safety, the Bureau of Fire Code Enforcement is responsible for enforcing the State's Uniform Fire Code. The Bureau of Fire Department Services is responsible for the training and education of New Jersey's fire service, fire incident reporting, firefighter serious injury and fatality investigations and fire safety's public education.



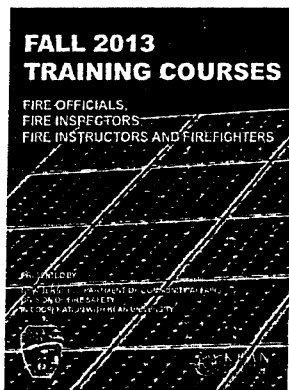
HURRICANE SANDY FIRE DEPARTMENT ALERTS More

### NJDFS FIRE MARSHAL MESSAGE

#### NJDFS Fire Marshal Message

NJDFS Fire Marshal Message November 2013

### JUST RELEASED



**FALL 2013 TRAINING COURSES**  
Fire Official, Fire Inspectors, Fire Instructor and Firefighter  
*(When registering for courses use CHROME or FIREFOX BROWSERS)*



Please follow this link for access to DCA RIMS Online

#### Related Links

[Click Here to View the Solar Energy and the Fire Service Presentation \(6 mb pdf\)](#)

[View the 2006 IFC New Jersey Edition](#)

[UPDATE - 408.8.2.1 Bed and Breakfasts](#)

[UPDATE - 405.2 Frequency of Emergency Evacuation Drills - 2006 IFC NJ](#)

[Errata - 2006 IFC New Jersey Edition](#)

[View the NJ Uniform Fire Code - Administrative Code Title 5 Chapters 70-79](#)

[Volunteer Emergency Service Loan Program \(pdf 56 kb\)](#)

[LOG ON TO THE PORTAL \(Fire Officials - Web Base Courses\)](#)

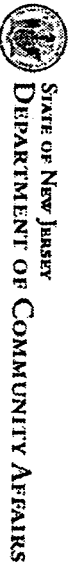
[Fire Department/LEA Directory \(pdf 3 mb\)](#)

[Total Number of NJ Fire Department/Firefighters \(pdf 11 kb\)](#)

[County State and Federal Fire Agencies \(pdf 101 kb\)](#)

[View the New Jersey Addendum](#)

[UPDATE 408.3.1 First Emergency Evacuation Drill](#)



[Documents and Forms](#)

[Non-Registered Services](#)

[Registered Services](#)

Version: 1.0

**NON-REGISTERED SERVICES**

[Help](#) | [Login](#)

Note: Click the hyperlink description of the task you would like to perform.

2

**Request Access to RIMS**

[Request Access to RIMS Online](#)

**Bureau of Fire Code Enforcement**

[Apply for CSDCMAC \(Smoke Detector\) Certification](#)

3

**General**

[Download/Print Certificate](#)

**Invoicing and Billing**

[Pay an Invoice](#)

**Submit/Withdraw an Appeal Request**

[Submit an Appeal Request](#)

[Submit an Appeal Withdrawal Request](#)

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Department of Community Affairs  
PO Box 800  
Trenton, NJ 08646-0800

**AFTER YOU SELECT THE REQUEST ACCESS TO RIMS PLEASE FOLLOW ALONG WITH THE LETTER FROM THE STATE.**

**ALL BUSINESS OWNERS:**

**PLEASE REGISTER ONLINE IN RIMS AS A FACILITY USER.**

**THIS WILL ALLIEVIATE YOUR INFORMATION BEING REJECTED.**



State of New Jersey  
 DEPARTMENT OF COMMUNITY AFFAIRS  
 101 SOUTH BROAD STREET  
 PO Box 809  
 TRENTON, NJ 08625-0809

CHRIS CHRISTIE  
 Governor

KIM GUADAGNO  
 Lt. Governor

RICHARD E. CONSTABLE, III  
 Commissioner

June 2013

Dear Business Owner,

Your local Fire Official has identified your business as one that needs to be registered with the New Jersey Division of Fire Safety as a Life Hazard Use (LHU). There is an annual fee associated with each LHU which is utilized to cover the costs of inspecting your business as well as other fire prevention activities within your municipality. In line with Governor Christie's initiative for State business transactions to be paperless, the registration process will be done on-line. You can request access to RIMS through the Division's website at <http://www.state.nj.us/dca/divisions/dfs/>. Look for the "Non-Registered User" link to RIMS. Since the on-line system operates through the My New Jersey portal, you will be asked whether you already have a portal account or not. (Many business owners already use the portal to pay their business taxes.) Once you have established RIMS access, you will be required to maintain your registration account through the portal.

When you register, you will be asked a series of questions, an example of which are below, to determine what registered service is appropriate.

Is this application for a new owner at a previously registered business? Yes/No

If YES Provide date of business ownership transfer:

Are you changing the LHUs / Non LHUs of a registered business? Yes/No

Are you registering a new business? Yes/No

Do you know your registration number? Yes/No

If YES Enter the business registration number:

**PLEASE REGISTER ON RIMS  
 AS A FACILITY USER.**

If you purchased your business from a previous owner and want to **transfer** it to you, you will answer Question 1 as YES and provide the date of transfer. If you know the registration number, you can provide it.

If your business has never been registered by you or anyone else, it is an **initial registration**. You will answer Question 1 as NO, Question 2 as NO and Question 3 as YES.

If your business has changed in any way, perhaps you have changed the occupant load or changed the square footage, or something similar, your fire official may inform you that you must **update** your registration and make a modification to your Life Hazard Use(s). You will answer Question 1 as NO and Question 2 as YES. If you know the registration number, you can provide it.

Finally, if you simply need to make changes to your contacts or correct minor errors to your registration, none of which changes your Life Hazard Use(s), you must **amend** your registration. You will answer Question 1 as NO, Question 2 as NO (because you are not modifying your LHU) and Question 3 as NO. If you know the registration number, you can provide it.

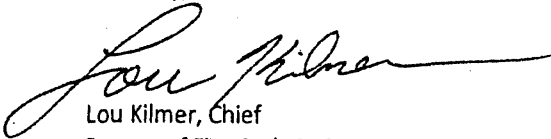


During the application process you will be asked to provide several pieces of information including: the legal name of your business; your tax identification number; the name, telephone and email address of the person submitting the application as well as a billing contact. The system will also ask you to request a computer generated PIN number, which will be sent to the email you provide. We have found that sometimes the email gets directed to the user's SPAM/junk emails, so we recommend you look in that email folder before you assume that your PIN was not sent. Your PIN number acts as an electronic legal signature and should therefore be kept confidential. If you forget your PIN it is very simple to request another.

One of the great advantages of this on-line system is that electronic payments can be made by credit card and/or e-check to greatly decrease the possibility that you will be penalized or your bill sent to collection for failure to pay your registration fee. If you choose to send a paper check, information as to where to mail it will be provided on your invoice.

If at any time you require assistance, please contact either your local Fire Official or the Division. All email inquiries for the Division of Fire Safety, Bureau of Code Enforcement can be sent to [rims.help@dca.state.nj.us](mailto:rims.help@dca.state.nj.us) or you can call telephone number 609-633-6144.

Sincerely,



Lou Kilmer, Chief  
Bureau of Fire Code Enforcement  
Division of Fire Safety