

ORDINANCE NO. 2026-24

ORDINANCE OF THE TOWN OF PHILLIPSBURG, COUNTY OF WARREN, STATE OF NEW JERSEY, AMENDING AND SUPPLEMENTING CHAPTER 311 ENTITLED "FIRE PREVENTION" OF THE PHILLIPSBURG TOWN CODE TO CREATE ARTICLE III OF CHAPTER 311 ENTITLED "FIRE OFFICIAL; DUTIES AND RESPONSIBILITIES; FEES"

WHEREAS, the Town Council of the Town of Phillipsburg, County of Warren, State of New Jersey wishes to amend Chapter 311, entitled "Fire Prevention" of the Phillipsburg Town Code by creating Article III – Fire Official; Duties and Responsibilities; Fees – to outline the duties of the Fire Official, as well as to establish certain fees concerning inspections made thereby; and

WHEREAS, the Town Council believes that such amendment is in the best interest of the Town and its residents.

NOW, THEREFORE, BE IT ORDAINED by the Town Council of the Town of Phillipsburg, County of Warren, State of New Jersey, that Chapter 311, entitled "Fire Prevention" of the Phillipsburg Town Code is hereby amended and supplemented via the creation of Article III – Fire Official; Duties and Responsibilities; Fees – as follows:

SECTION I:

Additions to this Section shall be delineated by underlined text, thusly.

Deletions to this Section shall be delineated by strikethrough text, ~~thusly~~.

Chapter 311. Fire Prevention.

Article III. Fire Official; Duties and Responsibilities; Fees

§ 311-13. Fire Official; Duties and Responsibilities.

The Fire Official of the Town of Phillipsburg shall administer and direct the enforcement of provisions of relevant fire safety codes and relevant regulations, including, but not be limited to, the Uniform Fire Code – which is incorporated herein and made part hereof by reference – and relevant New Jersey Statutes and Regulations. The Fire Official shall coordinate and supervise activities of any fire safety specialist(s) and/or other staff employed by the Town, and shall respond to fire alarms and participate in the extinguishment of fires.

§ 311-14. Permit Fees.

- A. The application fee for a fire safety permit shall be in accordance with the fees established in the Uniform Fire Code, N.J.A.C. 5:70-2.9(c).
- B. The application fee for a certificate of smoke alarm, carbon monoxide alarm and portable fire extinguisher compliance (CSACMAPFEC), as required by N.J.A.C. 5:70-2.3, shall be in accordance with the following fees schedule:
 1. Requests for a CSACMAPFEC received more than 10 business days prior to the change of occupancy: \$45.00.

2. Requests for a CSACMAPFEC received four (4) to 10 business days prior to the change of occupancy: \$90.00.
3. Requests for a CSACMAPFEC received fewer than four (4) business days prior to the change of occupancy: \$161.00.

C. The application fee for a certificate of fire code status: \$5.

§ 311-15. Non-Life-Hazard Uses.

In addition to the registration required by the Uniform Fire Code, the following Non-Life Hazard Uses shall register with the Fire Prevention Bureau. These uses shall have cyclical inspection, at a frequency of not less than once per year every twenty-four (24) months and shall pay an annual registration fee as follows:

1. Assembly Use.

A-a	Eating establishment less than 50 occupants	\$50.00
A-b	Take-out food service – no seating	\$50.00
A-c	Church or Synagogue	\$50.00
A-d	Recreation centers, multi-purpose rooms, etc., less than 100	\$75.00
A-e	Court rooms, libraries, fraternal organizations, condominium centers, etc., less than 100	\$75.00
A-f	Senior citizen centers less than 200	\$75.00

2. Business/Professional Use

B-a	Business use less than 5,000 sq. ft.	\$50.00
B-b	5,000 but less than 7,500 sq. ft. per floor	\$75.00
B-c	7,500 but less than 10,000 sq. ft. per floor	\$100.00
B-d	10,000 sq. ft. per floor or more	\$125.00

3. Mercantile / Retail Use

M-a	Retail use less than 5,000 sq. ft.	\$75.00
M-b	5,000 sq. ft. but less than 10,000 sq. ft.	\$100.00
M-c	10,000 sq. ft. or more	\$175.00

4. Factory/Manufacturing Use

F-a	Factory use less than 5,000 sq. ft.	\$100.00
F-b	5,000 sq. ft. but less than 10,000 sq. ft.	\$125.00
F-c	10,000 sq. ft. or more	\$175.00

* F use exception: those registered as Life Hazard Use

5. Storage Use (moderate hazard S-1, low hazard S-2)

S-a	Storage use less than 5,000 sq. ft.	\$75.00
S-b	5,000 sq. ft. but less than 10,000 sq. ft.	\$125.00
S-c	10,000 sq. ft. or more	\$175.00

* S use exception: those registered as Life Hazard Use

6. Residential Use (Fee is for each building)

R-a	Non-owner occupied 1 & 2 family	\$50.00
R-b	3 to 6 units	\$50.00
R-c	7 to 12 units	\$75.00
R-d	13 to 20 units	\$100.00
R-e	21 to 50 units	\$125.00
R-f	over 50 for each additional units	\$2.25

7. Utility Use

U-a	Utility use less than 2,500 sq. ft.	\$50.00
U-b	2,500 sq. ft. or more	\$75.00

§ 311-16. Local Technical Amendments.

Local technical amendments, as provided by N.J.A.C. 5:71-2.8, shall be coordinated with the Uniform Fire Code (codified at N.J.A.C. 5:70 et seq.), and added to Subchapter 3, the State Fire Prevention Code (codified at N.J.A.C. 5:70-3), as follows:

A. Chapter 5 (Fire Protection Systems)

- a. A new section, Section F-511.0, is hereby added, as follows:

Section F-511.0. Key Boxes.

F-511.1. Key box requirements. All properties within the Town of Phillipsburg, having an automatic fire alarm system or fire sprinkler system, shall be equipped with a key box. Single- and two-family residential properties shall be exempt from this requirement.

F-511.2. Key box type. The key box shall have an Underwriters Laboratories, Inc. (UL) listing and be approved by the Fire Official. The key box shall be installed in a location approved by the Fire Official.

F-511.3. Key box contents. The key boxes shall contain the following:

- (1) Keys to locked points of egress, whether on the interior or exterior of the building.
- (2) Keys to locked mechanical equipment rooms.
- (3) Keys to locked electrical rooms.
- (4) Keys to locked elevator controls.

(5) Keys to other areas as directed by the Fire Official.

F-511.4. Compliance. All existing buildings shall comply upon notification by notice of violations within the time period specified. All newly constructed buildings, that are not yet occupied, shall comply prior to the issuance of a Certificate of Occupancy (CO) as required by the Uniform Construction Code, codified at N.J.A.C. 5:23-1.1 et seq.

SECTION II:

All ordinances, or parts of ordinances, inconsistent with this Ordinance are hereby repealed to the extent of such inconsistencies.

SECTION III:

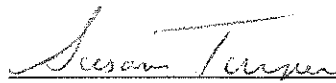
If any article, section, subsection, paragraph, phrase, or sentence of this Ordinance is, for any reason, declared to be unconstitutional or invalid, such article, section, subsection, paragraph, phrase, or sentence shall be deemed severable.

SECTION IV:

This Ordinance shall take effect immediately upon final publication, as provided by law.

ATTEST:

TOWN OF PHILLIPSBURG



SUSAN TURNER
Acting Municipal Clerk

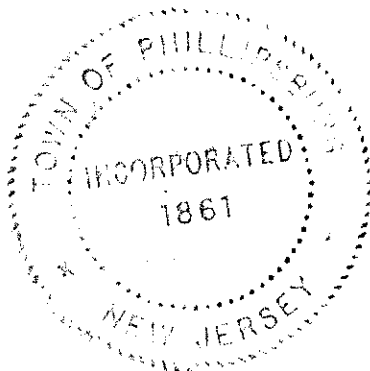


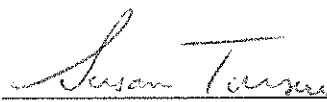
RANDY PIAZZA, JR.
Mayor

Dated: *August 12, 2026*

CERTIFICATION

I, Susan Turner, Acting Municipal Clerk for the Town of Phillipsburg, do hereby certify that the foregoing is a true copy of an Ordinance duly adopted by the Town Council at their meeting on August 11, 2026.





Susan Turner Acting Municipal Clerk