

**Borough of Closter**  
**Bureau of Fire Prevention**

295 Closter Dock Road  
Closter, NJ 07624

Phone (201-768-3698) Fax (201-768-9059) Email – fireprev@closternj.us

Bill To:

**YOUR BUSINESS NAME** \_\_\_\_\_  
**YOUR STREET ADDRESS** \_\_\_\_\_  
**Closter, NJ 07624**

Re: 2015 Annual Registration Fee

Bill Date: 11/14/2015

Pursuant to the Municipal Code of the Borough of Closter, all businesses are required to register annually with the Closter Fire Prevention Bureau. Please provide the following information below and return this form along with your required payment of \$60.00 to the above address no later than December 22, 2015.

**2015 Annual Registration Fee due by December 22nd = \$60.00**

**Please send check or money order only (No Cash Please). Your check or money order should be made payable to the “Borough of Closter”. All payments should be sent to the above address along with including this form.**

*Note:* All required payments must be made by date specified above. Failure to remit required payment can result in your case being referred to the municipal court for collection and/or penalties being issued. These actions are allowed and enforced pursuant to the code enforcement statutes of both the Closter Municipal Code and the State of NJ Uniform Fire Code.

Business Name			
Street Address		Business Phone #	
Business Owner's Name		Owner's Home Phone #	
Emergency Contact Name		Emergency Contact Phone #	
Business Owner Email Address			
Landlord's Name		Landlord's Phone #	



**Borough of Closter**  
**Fire Prevention Bureau**  
295 Closter Dock Road  
Closter, NJ 07624

**Kevin Whitney**  
**Fire Marshal**



Tel 201-768-3698  
Fax 201-768-9059  
fireprev@closternj.us

**November 14, 2015**

Dear Business Owner:

Please find enclosed your 2015 Fire Prevention Registration form. Annual registration by your organization is a requirement of the NJ State Fire Safety Act and Borough of Closter municipal codes. **Registration consists of completion of the enclosed form and also payment of a registration fee in the amount of \$60.00.**

It is requested that you complete and return the form to this office with the required payment no later than December 22, 2015.

Registration fees are used to pay the costs of enforcing the NJ Uniform Fire Code in the Borough of Closter, pursuant to NJAC 52:27D-203. **Failure to return the form and/or payment WILL result in a monetary penalty being issued.**

Your anticipated cooperation in complying with this request is appreciated and will greatly assist us in achieving our goal of ensuring both the life safety of the occupants of your facility and the prosperity of your business.

If you should have any questions, please feel free to contact me via any of the above methods.

Sincerely,

A handwritten signature in black ink, appearing to read "Kevin Whitney".

Kevin Whitney  
Fire Marshal, Borough of Closter

P.S. - On the back of this sheet you will find a list of some of the most common violations we find. It would be appreciated if you could check your facility and correct any of these violations at this time. By doing this prior to our inspection, we may avoid having to issue any violation notices to you and/or your experiencing any inconvenience of having us return for necessary reinspections.