



Founded 1688

## *Township of Mansfield*

--County of Burlington--  
Bureau of Fire Prevention  
3135 Route 206, suite 4  
Columbus, New Jersey 08022

Office  
(609) 298-5325x102  
FAX: (609) 298-8429

January 1, 2016

**RE: Registering YOUR business registered as a Life Hazard Use  
with the State of New Jersey Division of Fire Safety**

Dear Business Owner/Manager:

Please be advised that your business has been identified as a Life Hazard Use by Mansfield Township Fire Prevention. The LHU designation process has been in place in New Jersey State Law since approximately 1977. Since that time, our office has done the majority of the work to ensure that businesses are registered with the State of New Jersey properly, existing registrations are amended as necessary, and businesses that close or transfer ownership get updated in the State's system. These processes were done by our office via paper and mailed into the State; this will no longer be the process.

In June 2013, Governor Christie and the Division of Fire Safety implemented changes to the LHU process which require businesses to **create an account with the State of New Jersey** and maintain the proper LHU information electronically via computer. The instructions for registering your business with the State are attached in this correspondence.

If you have multiple businesses or "registrations," you should identify the responsible person in your organization/corporation that is responsible to maintain a login to the State's system and maintain current LHU records. Your company *may* have already completed this process for another location; you may need to contact corporate management to ensure that this process is not duplicated.

Bear in mind that Mansfield Township Fire Prevention's computer system is NOT shared with the State of New Jersey. You should register in the State of NJ system **AND** complete a registration form for Mansfield Township Fire Prevention.



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Thank you for your time and cooperation in this important matter. If you have any questions, please do not hesitate to contact me 609-298-5325x102 or via email at [firemarshal@mansfieldtwp.com](mailto:firemarshal@mansfieldtwp.com)

Respectfully,  
Douglas J Borgstrom, Fire Official

### **Directions from the State of NJ on how to register your business on their computer system:**

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 Blue Diamond Icon that says RIMS and click there to access the system.



STATE OF NEW JERSEY  
DEPARTMENT OF COMMUNITY AFFAIRS


**Documents and Forms** **Non-Registered Services** **Registered Services**

Version: 1.0


Welcome MyNewJersey Portal user. Please provide the following information to create your RIMS Online account.

#### **NON-REGISTERED SERVICES**

##### **Request Access to RIMS**

 [Request Access to RIMS Online](#)


##### **Bureau of Fire Code Enforcement**

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


##### **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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Click "Request access to RIMS online" and enter the information requested on the RIMS access Screen

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 myNJ portal.

 STATE OF NEW JERSEY  
DEPARTMENT OF COMMUNITY AFFAIRS + *mynewjersey*

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Documents and Forms   Non-Registered Services   Registered Services

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1. Request access to RIMS Online   2. Link RIMS Online to your myNewJersey account   3. Use RIMS Online

Link RIMS Online to Your myNewJersey Logon ID

Do you have a myNewJersey Logon ID?

☐ Yes

☐ No

Forgot Your ID or Password?

If you already have a myNewJersey logon ID, more information is available when you answer "Yes" at left.

Why Do I Need a myNewJersey Logon ID?

Here are [answers](#) to common questions.

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

If YES Provide date of business ownership transfer.

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

3. Are you registering a new business? Yes/No

4. Do you know your registration number? Yes/No

If YES Enter the business registration number.

**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



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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 inquiries to the Division of Fire Safety, Bureau of Code Enforcement can be made to 609-633-6144.