



OFFICE OF THE FIRE MARSHAL CAMDEN FIRE DEPARTMENT

CAMDEN, NEW JERSEY

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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.

You can request access to DCA Service through the Division's website at <https://njdcaportal.dynamics365portals.us>. Look for the "Fire Safety Portal". Since the on-line system operates through the My 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 access. You will be required to maintain your registration account through the portal.

When you register you will be asked a series of questions. Determine which registered service is appropriate, example questions are provided below:

Is this application for a new owner at a previously registered business?

If Yes, provide date of business ownership transfer.

Are you changing the LHU's / Non-LHU's of registered business?

Are you registering a new business?

Do you know your registration number.

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 with **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 with **NO**, Question 2 with **NO** and Question 3 with **YES**.

If your business has changed in any way, for example: occupant load or change in square footage. The Fire Official may inform you that you must update your registration and make modifications to your Life Hazard Use(s). You will answer Question 1 with **NO** and Question 2 with **YES**. If you know the registration number, you may provide it.

Finally, if you simply need to make changes to your contact 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 with **NO**, Question 2 with **NO** (because you are not modifying your LHU) and Question 3 as **NO**. If you know the registration number, you may provide it.