

DEPARTMENT OF COMMUNITY AFFAIRS
DIVISION OF FIRE SAFETY
PO BOX 809
TRENTON, NEW JERSEY 08625-0809
609-633-6132
609-633-6330 (FAX)

RIMS
Applying for a Temporary Permit
(requesting access to RIMS)



Fire Safety permit applications shall be submitted through our online Registration Inspection Manage System (RIMS).

To request access go to: <http://www.state.nj.us/dca/divisions/dfs/>



Please follow this link
for access to DCA RIMS Online

On the Non Registered Services Tab you want to select:

- Request Access to RIMS Online follow the instructions
- You will be asked to link RIMS to your MY NJ account. If you don't have a MY NJ account then you will be asked to create one
- User Group would be "Facility User"
- Certification Pin is your electronic signature
- Once completed you will log into MY NJ. Under DCA Applications you can find the hyperlink to access DCA RIMS
- Click on Apply for a Permit and follow the instructions for a temporary permit

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- 1) Log into your MyNewJersey account (<http://www.state.nj.us/>)
- 2) Click on the DCA RIMS link on the left side of the home page. It is located under the DCA Applications header
- 3) From the MY Workspace Tap, click on the Apply for a permit link
- 4) Read the Permit Instruction page and click continue
- 5) On the Permit General Info Page select Temporary, select your event from the event drop down box (if not listed, select new event and enter name), enter description of the activity you will be performing and click continue
- 6) Permit Application Location & Dates. Enter physical address and dates of where you will be conducting the activity, select continue
- 7) Select the appropriate permit type from the drop down list and the quantity. (*Note you need 1 permit for event required activity per location you are setup at). If you have multiple locations at the event, you will need multiple permits. If you have questions or are unsure of the number required, please call 609-633-6132.
- 8) Business Selection, if your business has already been registered in RIMS you may search for it, if not please click "I do not wish to use a facility currently in my profile." and click continue
- 9) Permit Application Business Information Screen, Please enter your business information
- 10) Enter Business Corporate information, (*Note there are two contacts 1) Corporate Ownership information, 2) Person requesting the permit.) Enter information for each contact and select one as the "Requestor" before clicking continue.
- 11) On the General Procedures page there is a PDF icon, please click it an review the general requirements for the type of permit(s) you have selected. Once reviewed click the check box. Click continue
- 12) If your permit requires additional documentation if will list those, if not, just click continue
- 13) Any additional documents that you may have in electronic format maybe uploaded. If none, please click continue
- 14) Certify the application by entering the PIN you received when you requested access to the RIMS system
- 15) Payment Information, please select either echeck (to pay with checking account) or credit card (note there is a minimal charge for using a credit card). Enter the requested information.