



HAMPTON FIRE/RESCUE

A Tradition of Service, Courage and Pride

ASSEMBLY PERMIT APPLICATION

This is only an application for a permit to operate a Place of Assembly.

Date: _____ Application Type: NEW RENEWAL

Establishment Name: _____

Establishment Address & Unit #: _____

Establishment Telephone Number: _____

Owner(s) Name: _____

Mailing Address (If different): _____

Emergency Contact # 1 Name & Phone: _____

Emergency Contact # 2 Name & Phone: _____

The following documents must be submitted with this permit application or on file with the Bureau of Fire Prevention ***before a permit is issued.***

New Permits

- Seating arrangements (FPE review)
- Square footage (FPE review)
- Exit location plans (FPE review)
- Fire Alarm and Sprinkler system annual inspection reports.
- Hood Suppression system semi-annual inspection reports

Renewals

- Fire Alarm and Sprinkler system annual inspection reports
- Hood Suppression system semi-annual inspection reports.
- Hood Inspection/cleaning semi-annual Inspection report.

The Bureau of Fire Prevention also needs plans and specifications for ***any proposed changes*** before inspection to ensure compliance with applicable codes and standards. Dependent on the scope of work, certain changes may require the review of a Fire Protection Engineer (FPE) before submittal to the Bureau of Fire Prevention. Reviews by NH registered professional engineers with a specialty in Fire Protection only are acceptable. See the State of NH Joint Board of Licensure and Certification. Inspection requests require a 48-hour minimum notice by the applicant.

Mail all documentation to:

Hampton Fire / Rescue
Bureau of Fire Prevention
140 Winnacunnet Rd.
Hampton NH 03842

HFD/300-02

The following information and documentation must be provided with the application before an ASSEMBLY PERMIT can be issued.

ASSEMBLY NEW	√
1. Seating arrangement (FPE review)	
2. Square footage (FPE review)	
3. Exit location plans (FPE review)	
4. Fire Alarm and Sprinkler System annual inspection reports	
5. Hood Suppression System semi-annual inspection reports	
6. Crowd Manager Training Certificate	

ASSEMBLY RENEWAL	√
1. Fire Alarm and Sprinkler annual reports	
2. Hood Suppression System inspection reports	
3. Hood Suppression cleaning semi-annual reports	
4. Crowd Managers with current date	
5. Employee emergency instructions and drills with current dates	

Also need plans and specifications for any proposed changes before inspection to ensure compliance with applicable codes and standards. Dependent on the scope of work certain changes may require the review of a Fire Protection Engineer (FPE) before submittal to the Fire Prevention Bureau.