



# 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



# HAMPTON FIRE/RESCUE

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

<b>ASSEMBLY NEW</b>	<b>√</b>
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	

<b>ASSEMBLY RENEWAL</b>	<b>√</b>
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.