DERRY FIRE DEPARTMENT

MICHAEL J. GAGNON
FIRE CHIEF

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JAMES K. RICHARDSON
ASSISTANT CHIEF

Dear Business Owner,

The Derry Fire Prevention Bureau has moved all daycare inspection requests to an online platform effective January 1, 2021.

Prior to scheduling your inspection (Derry Fire Prevention Code 51-11) you must first enter your request online via the 'Application for Daycare Inspection' then proceed to payment. Which is now also offered online for your convenience. Once you have completed your request and payment is received, a member of our staff will contact you during business hours for scheduling.

The online application can be found on our website or by following the link provided:
https://fctpermit.com/sites/Derry/derfire/user_login.asp

NEW USERS: Please create an account and proceed to your dashboard. Here, to the left of your screen you will see an 'Apply for new permit' button, this will start the application process. After filling in the required demographic fields, choose the 'Application for Daycare Inspection' option at the bottom of the page. Please complete fill out all required fields and submit your request. Once you have completed your application you will be redirected to your dashboard. Here, you will see your pending request which is now ready for payment. Please click the 'I' button all the way to the right of your request and a menu will appear with a 'pay now' option, proceed with your payment and then your application will become visible to the Fire Administration staff. A member of our staff will be prompted to call you at the phone number provided on your application during business hours for scheduling.

Day Care Facilities Fee Schedule:

Families (1-6): $25
Group (7-12): $50
Center (13+): $75

*Reinspection Fee: $50 *this fee applies in addition to your general inspection if a reinspection is required.*

If you have any questions, please feel free to give us a call at 603-432-6751.

Sincerely,

Derry Fire Administration