

# DERRY FIRE DEPARTMENT



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*Excellence through Professionalism, Integrity, and Compassion*

Subject: Place of Assembly Inspection Request

Dear Business Owner or Representative,

The Derry Prevention Bureau has moved all Place of Assembly inspection requests to an Online format effective January 1, 2021.

All businesses that require a Place of Assembly Permit are required to submit a request for inspection and settle applicable inspection fee prior to the required Fire Department Inspection (Derry Fire Prevention Code 51-11). This request shall be made 30 to 60 days prior to your permit's expiration date.

*"New Online" Inspection Application:* All Place of Assembly applicants for New and Renewals are required to use the online permitting program to apply for an inspection or to renew your existing Place of Assembly Permit. Once you fill out the application you will be required to pay the appropriate fee. You may pay for all permits using the online program. We will accept in office payments in the form of Cash or Check Only. We encourage all applicants to use the online payment option.

Online Link: [https://fctpermit.com/sites/Derry/derfire/user\\_login.asp](https://fctpermit.com/sites/Derry/derfire/user_login.asp)

*For any NEW Users:* Please create an account and proceed to the permit request area choosing Place of Assembly Permit at the bottom of the page after filling in the required demographic fields.

*To RENEW:* Please log into your account with your username and password, Request a Place of Assembly Permit and proceed to the payment area. A new permit is required Annually.

*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*