



Town of Salem, New Hampshire

Community Development Department – Planning Division
33 Geremonty Drive, Salem, New Hampshire 03079
(603) 890-2080 - Fax (603) 898-1223
www.townofsalemnh.org

Checklist for Special Events/Tent Sales

1. Contact Planning Director (890-2083) or rmoldoff@salemnh.gov to see if Planning Board approval is required. Typically, a letter describing event noting dates and hours, and a sketch showing location and dimensions of tents or other displays is required.
2. Contact Health Officer (890-2050) or blockard@salemnh.gov to see if a Temporary Food Service license is required.
3. Contact Electrical Inspector (890-2027) or bmiller@salemnh.gov to see if electrical permits are required.
4. Contact Fire Department (890-2200) or dscafidi@salemnh.gov regarding a Place of Assembly permit.
5. Contact Police Department at (893-1911) regarding outside police details.

Apply for Casual Sales permit from Building Department (890-2020). Fire rating sheets for tents are required.

PERMITTING HOURS are:

Monday through Friday: 8:30am - 9:30am and 4:00pm - 5:00pm