



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 (603-890-2083) or jlafontaine@salemnh.gov to see if Planning Board approval is required. Typically, a letter describing the event, noting dates and hours, and a sketch showing location and dimensions of tents or other displays, is required.
2. Contact Health Officer (603-890-2050) or blockard@salemnh.gov to see if a Temporary Food Service license is required.
3. Contact Electrical Inspector (603-890-2027) or clyons@salemnh.gov to see if electrical permits are required.
4. Contact Fire Department (603-890-2209) or dscafidi@salemnh.gov regarding a Place of Assembly permit. Fire rating sheets for tents are required.
5. Contact Police Department at (603-893-1911) regarding outside police details.

Apply for Casual Sales permit from Building Department (603-890-2020).

PERMITTING HOURS are:
Monday through Friday: 8:30am - 9:30am