



**SALEM FIRE DEPARTMENT**  
**BUREAU OF FIRE PREVENTION**  
**152 MAIN STREET**  
**SALEM, NEW HAMPSHIRE 03079**  
 BUSINESS: (603) 890-2200 FACSIMILE: (603) 893-3789

JEFFREY EMANUELSON, CFI  
 FIRE MARSHAL

**CERTIFICATE OF FITNESS FORM**

\$45/ 1 yr., \$90 / 2 yr., \$110 / 3 yr.

<b>FIRE ALARM</b>	<b>SPRINKLER</b>	<b>ANSUL SYSTEM</b>	<b>HYDRANTS</b>
TEST REQUIRED	TEST REQUIRED		

**PERSONAL INFORMATION**

<b>FIRST NAME:</b>	<b>MI:</b>	<b>LAST NAME:</b>
<b>ADDRESS:</b>		<b>UNIT:</b>
<b>CITY:</b>	<b>STATE:</b>	<b>ZIP:</b>
<b>HOME PHONE:</b>	<b>CELL PHONE:</b>	<b>DOB:</b>

**CURRENT EMPLOYMENT**

<b>COMPANY NAME:</b>	<b>ADDRESS:</b>	<b>UNIT:</b>
<b>CITY:</b>	<b>STATE:</b>	<b>ZIP:</b>
<b>WORK PHONE:</b>	<b>EMPLOYMENT DATES: FROM: TO:</b>	
<b>YOUR TITLE:</b>	<b>YOUR RESPONSIBILITIES:</b>	
<b>SUPERVISOR NAME:</b>	<b>SUPERVISOR'S PHONE:</b>	

**CERTIFICATION AGREEMENT**  
 PLEASE READ CAREFULLY BEFORE SIGNING.

I certify that all entries on this application for a Certificate of Fitness and attachments are true and complete, and I agree and understand that any falsifications of information herein, material half-truths, material misstatements, or omissions regardless of the time of discovery, may cause forfeiture of my certificates issued to me by the Salem Fire Department. I have read and understand the Statement of Obligations on reverse side. I will fulfill these obligations while working in the Town of Salem, NH.

<b>APPLICANT'S SIGNATURE:</b>	<b>DATE:</b>



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**FIRE MARSHAL**

**ROBERT MARTIN**  
**FIRE INSPECTOR**

**STATEMENT OF OBLIGATIONS**

In order to work on any fixed fire protection system within the Town of Salem, NH, I understand the following obligations:

1. I must hold a valid Certificate of Fitness issued by the Town of Salem.
2. Any work beyond a test / inspection must have a permit. Only a decision by Fire Marshal or Inspector can override this.
3. No work will be done without a permit. A permit Application must be submitted along with 2 sets of plans for the Fire Marshal to review. **\*\*\* Any permit that is issued after work or processes have begun will be surcharged an amount equal to the original fee\*\*\***
4. I must call the Fire Alarm Office (890-2200) prior to conducting any work (test/inspection/permit work). Please inform Dispatcher of:

Certificate #	Radio Box#
Company Name	Business Name
Cell #	Street Address
Permit#	What work you are doing?
5. Upon calling Fire Alarm Office (FAO):
  - a. FAO will disregard any trouble signals received from the system I am working on.
  - b. If I am purposely sending in a radio box in, I will notify FAO.
  - c. If I send a box in accidentally, I will call the FAO immediately to report it was accidental.
6. While working on a fire alarm system:
  - a. I will maintain a fire watch in the building.
  - b. I will remain at the building at all times.
  - c. If an emergency situation arises, I recognize that I must call 911 immediately.
  - d. I will notify occupants of the building that the fire alarm system is out of service.
  - e. I will notify them of their obligation to dial 911 in event of an emergency.
  - f. I will have the resources and knowledge to completely reset the fire alarm system when I am done, including the radio box.
  - g. If I can't reset the system, I will call a certified contractor to do it for me. Salem Fire Department will not reset a fire alarm system that a tech has tripped.
7. I must call the FAO when I am done working on the system. I must report the status of the system (all reset, zone(s), isolated, etc.
8. I must inform the occupants of the building that the system is back in service.
9. I will not take the fire alarm system out of service for more than 4 hours without permission from the Bureau of Fire Prevention.