



# 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](http://www.townofsalemnh.org)

## Checklist for Special Events/Tent Sales

1. Contact Planning Director (603-890-2083) or [jlafontaine@salemnh.gov](mailto: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](mailto:blockard@salemnh.gov) to see if a Temporary Food Service license is required.
3. Contact Electrical Inspector (603-890-2027) or [clyons@salemnh.gov](mailto:clyons@salemnh.gov) to see if electrical permits are required.
4. Contact Fire Department (603-890-2209) or [dscafidi@salemnh.gov](mailto: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**