



CITY OF SALEM, MASSACHUSETTS

BUILDING DEPARTMENT

120 WASHINGTON STREET, 3RD FLOOR

TEL: 978-745-9595

FAX: 978-740-9846

KIMBERLEY DRISCOLL

MAYOR

THOMAS ST. PIERRE

INSPECTIONAL SERVICES DIRECTOR/BUILDING COMMISSIONER

NOTICE TO SUBMIT CERTIFICATE OF INSPECTION APPLICATION FOR ALL LIQUOR SERVING ESTABLISHMENTS

May 31, 2012

Dear Business Owner,

In accordance with Chapter 304 of the Acts of 2004 (Fire Safety Act), every alcohol licensed establishment is required to post a Certificate of Inspection signed by the Building Official and the Fire Official. This Certificate is required by the Department of Public Safety to ensure that all establishments have been inspected for general fire and life safety features. Inspections will be made by Fire Department and Inspectional Services inspectors, upon satisfactory inspection, the Certificate will be issued by The Salem Building Department. The Certificate of Inspection must be framed behind clear glass and/or laminated and posted near the main entrance to your establishment.

Please return the attached, "PERIODIC INSPECTION RENEWAL FORM", postdated no later than June 22, 2012 and return it with the fees outlined below payable to the CITY OF SALEM to:

**Salem Building Department
120 Washington Street, 3rd Floor
Salem, Massachusetts 01970**

Notice: The Certificate of Inspection is a pre-condition for the issuance of an Alcoholic Beverage License. The failure to provide a Certificate of Inspection with your ABCC Renewal Application may result in the non-renewal of your license by operation of law without a hearing.

Inspection Fee Schedule:

Capacity of 400 occupants or less.....\$100.00
Capacity of over 400 occupants.....\$150.00

Inspections pursuant to this law shall be conducted by both the Salem Building Department and the Salem Fire Department starting on:

Monday, July 9, 2012 through Thursday, September 6, 2012, between the hours of 12:00 p.m. and 5:00 p.m.



CITY OF SALEM, MASSACHUSETTS

BUILDING DEPARTMENT

120 WASHINGTON STREET, 3RD FLOOR

TEL: 978-745-9595

FAX: 978-740-9846

KIMBERLEY DRISCOLL

MAYOR

THOMAS ST. PIERRE

INSPECTIONAL SERVICES DIRECTOR/BUILDING COMMISSIONER

One Time Re-Inspections pursuant to this law shall be conducted by both the Salem Building Department and the Salem Fire Department starting on:

Wednesday, September 17, 2012 through Thursday, October 11 2012, between the hours of 12:00 p.m. and 5:00 p.m.

Any establishment not in compliance with Chapter 304 of the Acts of 2004 (Fire Safety Act) at the completion of the One Time Re-Inspection shall be put before the Salem Licensing Board at their November 12th meeting in order for Liquor Licenses to be issued.

Please have the following documentation available at the time of the inspection:

Floor plan(s) of the building or tenancy

Copy of latest Fire Sprinkler Test report

Copy of latest Fire Alarm Test report

Copy of "Ansul" system and Kitchen Exhaust maintenance report (if applicable)

Copy of emergency generator test report (if applicable)

Copy of Public Health and/or other State Agency inspection reports

Copy of Hood Duct cleaning reports

No certificates will be issued without test reports and prepayment by check of inspection fees.

Thank you in advance for your continued cooperation. If you have any question please feel free to contact my office at (978) 619-5648.

Michael E. Lutzykowski
Assistant Building Inspector

Cc: file, Fire Prevention