



# City of Methuen, Massachusetts

## Fire Department

24 Lowell St

Methuen, Massachusetts 01844

Telephone (978) 983-8940 Fax (978) 691-5056

**James P. Jajuga**  
Mayor

**John T. Sheehy**  
Fire Chief

May 8, 2018

Thank you for your inquiry regarding work to be done on Fire Alarm or Sprinkler Systems in the City of Methuen. It is presumed that all work will be done in accordance with current Massachusetts General Laws, State Building Code, Massachusetts Comprehensive Fire Safety Code as well as local Municipal Code & Ordinances.

- All regular maintenance work being done on a fire alarm or sprinkler system should start with your tech's notification to the Methuen Fire Dept. (dispatch) 978-983-8940 (and any Central Station monitoring the account) that he is taking the system "Out of Service". Your technician should be prepared to provide the following:
  - Business name of the Location where the work will be done
  - Street Address of location where the work will be done
  - Fire alarm box number or account number (if known or on panel)
  - Technician's name and phone number where he can be reached while on site
  - Technician's company name (and the License # he is working under)
- The technician is expected to call at the end of the service to notify our dispatch (and any Central Station monitoring the account) that the system is "Back Online"
- Work on an alarm or sprinkler system that is expected to be completed within the course of one day only requires contact with our dispatch (and any Central Station monitoring the account).
- Please send copy of reports required by code to [FirePrevention@CityOfMethuen.net](mailto:FirePrevention@CityOfMethuen.net)

For work that is expected to last greater than one workday, there may be a requirement to pull a permit granting you permission from the head of the fire department to shut down the system (per MGL CH 148 Sec 27A). Currently the tech would have to come to our Clerk's Office located at 24 Lowell St. Methuen. They are open Mon - Thur 8-430. Fire Alarm and Sprinkler (shut down) permits are \$50 ea. payable by check only. He should be prepared to apply for the permit and submit a narrative of current situation that requires the system to be down for an extended time. He should also be prepared to estimate the time the system will be down and the steps that will be taken to return the system to normal operations. An approved fire watch may be required per 527 CMR 1.00 (13.1.9)

In the near future Methuen Fire Department will be accepting permit applications and payments online.

\*\*\* Any alterations / major repairs / reductions or removals of Fire Alarm or Sprinkler systems will require written permission from the Chief of the Fire Department for the shutting down of the system and permitting issued from the BUILDING DEPARTMENT. Building Department permits will not be granted unless the alterations / reductions or removals are accompanied by a narrative of the reasons for the changes and an engineered stamped plan (drawing) showing the work to be done.

Thank you,

Methuen Fire Department - Fire Prevention Office

24 Lowell St.

Methuen MA 01844

(978) 983-8940 Fire Department Main Number

(978) 983-8919 Fire Prevention Office

<http://www.cityofmethuen.net/fire-department>

**The Town of Methuen is an Equal Opportunity/Affirmative Action Employer in its Programs and Activities**