



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

March 6, 2019

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 repair or 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
 - Box alarm number or account number (if known or on panel)
 - Technician's name and phone number where he can be reached while on site
 - Your company name (**and the Methuen Fire FP System Maintenance Permit #** the work is being done 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

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). Contact Fire Prevention Mon - Fri 8-430 to discuss this. Applicants 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. They 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)

Companies needing an FP System Maintenance (blanket permit) should go to <http://www.CityOfMethuen.net/fire-department> and click on the link to "Apply for Fire Permits Online". Contact Fire Prevention for more info.

*** Any alterations / reductions or removals of Fire Alarm or Sprinkler systems will require written permission from the Chief of the Fire Department 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 978-983-8919

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