



Troy Police Department
500 West Big Beaver Road
Troy, Michigan 48084
www.cityoftroympolice.com

INTEGRITY * RESPECT * LAWS AND THE CONSTITUTION * ACCOUNTABILITY * PROBLEM SOLVING * PROFESSIONALISM

ALARM REGISTRATION IS REQUIRED FOR ALL ALARM SYSTEMS

Chapter 103 Section 9 of the Troy City Code requires that all alarm users in Troy register their alarm systems with the City if the alarm system has an audible signal or is connected to a monitoring service. The alarm system must be registered within 14 days of activation. Registrations are valid for a period of one (1) year. Registrations shall be renewed annually and should be updated upon change of information or conditions.

Registration forms may be obtained by contacting the Troy Police Department Community Services Section by calling (248) 526-5119 or via e-mail to alarms@troymi.gov. A \$25.00 registration fee is required at the time the registration form is filed for residential customers. The non-residential customer registration fee is \$25.00 for either a security or fire alarm system or \$50.00 for both.

ALARM REGISTRATION FORM

Please complete the attached alarm registration form. The same registration form is used for both residential and non-residential alarms. You should include at least one emergency contact person who does not reside at the alarm location. This emergency contact person should be able to respond to the alarm location within 30 minutes of our calling. ***We will only contact this person if we respond to an alarm, find a problem, are unable to secure the premises and the resident or business owner is not available.***

After the registration form is completed, you may either mail it or bring it to the Troy Police Department Records Division or to the City of Troy Treasurer's Office on Monday – Friday from 8 a.m. to 4:30 p.m. A check payable to the “**City of Troy**” in the amount of \$25.00 (\$50 for non-residential customers with both a fire and security alarm system) shall be remitted with the alarm registration form. If you choose to mail the registration, please send to:

Treasurer's Office
City of Troy
500 West Big Beaver
Troy, MI 48084

If you have any questions regarding alarms or alarm registration, please contact Troy Police Department – Community Services Division at (248) 526-5119 or via email to alarms@troymi.gov.

Alarm Registration Form



Date Completed: _____

Account #: _____
(Existing Customers)

Type of Alarm(s): *(Check all applicable Boxes)*

Residential _____

Non-Residential _____

SECURITY: Burglary/Fire/Medical Emergency

SECURITY: Burglary/Medical Emergency/Panic/HoldUp

FIRE: Fire/Gas Detection/Carbon Monoxide/Emergency

Applicant Name: _____

Phone #: () _____

As stipulated in Chapter 103 and Chapter 60 of the Troy City Code, security and fire alarm systems must be registered separately, except in the case of single-family residential accounts where a combined security and fire alarm system exists. If you have any questions, please contact the Alarm Registration information line at (248) 526-5119. To view Chapters 103 and 60 in their entirety, visit our website at <http://troymi.gov/CodeAndCharter>.

Location/Billing Information

Resident or Business Name: _____

Address of Alarm Location: _____
(Number) (Street) (City) (State) (Zip)

Billing Address: _____
(Number) (Street) (City) (State) (Zip)

Billing Telephone Number: () _____

Alarm Monitoring Company

Alarm Monitoring Company: _____

Address: _____
(Number) (Street) (City) (State) (Zip)

Phone Number: () _____

Emergency Contacts

Name: _____

Telephone Number(s): () _____ () _____
Primary Alternate

Name: _____

Telephone Number(s): () _____ () _____
Primary Alternate

Chapter 60 – Fees and Bonds Required

ITEM/SERVICE:	FEE:
POLICE RECORDS SECTION SERVICE FEES	
ALARM REGISTRATION	
Alarm Registration Fee (Chapter 103)	\$25.00
Renewal of Alarm Registration*	\$25.00
Alarm Shut-off Fee	Actual Costs**
Non-Registered Alarms – Alarm Activation:	
Penalty/Registration Fee plus one of the following:	\$50.00***
1 st and 2 nd alarm	\$100.00 each
3 rd thru 6 th alarm	\$200.00 each
7 th or more alarm	\$500.00 each
Registered Alarms – False Alarm Activation:	
1 st and 2 nd false alarm	No Charge
3 rd thru 6 th false alarm	\$100.00 each
7 th thru 10 th false alarm	\$200.00 each
11 th or more false alarm	\$500.00 each
*Annual renewal fee is due prior to the last business day of the month of the initial Alarm Registration Anniversary.	
**The City of Troy may charge a fee to cover the actual incremental costs, including labor, for each alarm response involving a manual shut-off of an alarm system.	
***\$50.00 fee includes a \$25.00 penalty plus a \$25.00 registration fee. The \$25.00 penalty will be waived if within 30 days of the unregistered alarm notification, a completed Alarm Registration Form acceptable to the City of Troy, is submitted with the \$25.00 registration fee.	
(Rev. 11-09-2009)	