



500 West Big Beaver Rd.
Troy, MI 48084-5254
www.troymi.gov/fire

Troy Fire Department
P: 248.524.3419
F: 248.689.7520

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 system 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 calling (248) 526-5119 or via e-mail to: firealarms@troymi.gov. A \$25.00 registration fee is required at the time the registration form is filed. The commercial alarm user registration fee is \$25.00 for either a fire alarm or security alarm system, or \$50.00 for both.

ALARM REGISTRATION FORM

Please print and complete the attached alarm registration form. The same registration form may be used for either residential or commercial alarm systems. Residential alarm registrations may share one form for a combined security and fire alarm system and returned to the Troy Police Department.

Commercial fire alarm registrations must be returned to the Troy Fire Department, and you must include at least one emergency contact person who is able to respond to the alarm location within 30 minutes of being notified of an alarm activation at the premises. This person will only be contacted if a problem is found with the alarm system or the building.

After the registration form is completed, you may either mail it or deliver it to the Troy Fire Department, or the Troy Treasurer's office, Monday through Friday between 8:00 a.m. and 4:30 p.m. A check payable to the "**City of Troy**" in the amount of \$25.00 shall be remitted with the alarm registration form. If you choose to mail the registration, please send it to:

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

If you have any questions regarding fire alarms or fire alarm registration, please contact the Troy Fire Department at (248) 526-5119 or via email to firealarms@troymi.gov.



FIRE ALARM REGISTRATION

Date Completed: _____

Account #: _____

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

Residential

Non-Residential

SECURITY: Burglary/Fire/Medical Emergency

SECURITY: Burglary/Medical Emergency/Panic/Hold Up

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



FIRE ALARM REGISTRATION

Chapter 60 – Fees and Bonds Required (60-5)

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)	
AUDIO/VIDEO TAPES	
Labor charge (first 30 minutes)	\$18.00
Charge for each additional 15 minute interval	\$9.00
Plus actual mailing costs, if applicable	
Plus actual cost of tape(s), CD(s) and/or DVD(s):	
Audio cassette tape	\$1.29
VHS tape	\$1.84
Compact Disc	0.40¢
Digital Video Disc	0.50¢
FINGERPRINTS/CRIMINAL CLEARANCES	
Fingerprint processing fee	\$14.00
Local criminal history check/certified copy of local arrest record	\$18.00 ¹
Applicant fingerprint criminal clearance fee	\$14.00 ²