

<p align="center"><b>CHESTERFIELD COUNTY CONTACT INFORMATION</b></p> <p>Return completed form within 30 days to: Chesterfield Emergency Communications P.O. Box 40, Chesterfield, VA 23832 Phone: (804) 717-6486, Fax (804) 717-6610 or e-mail: <a href="mailto:PD41@chesterfield.gov">PD41@chesterfield.gov</a></p>	<p>Complete this form to provide contact information in the event there is an after hours emergency at your business. This form is also used for business <u>and</u> residential security alarm permits and fire alarm information. <i>Note: In county home based businesses are not required to submit this form unless there is an alarm system in the home. If there is an alarm system, submit this form under the resident's name.</i></p>
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Please type or print legibly. A separate permit must be completed for each location.

**This information is for Public Safety use only and will remain confidential.**

**Business information/Resident Name: name and location of premises (tenant name if applicable)**

Business/Resident name: (last, first)	Business hours:
	Weekday <span style="margin-left: 100px;">Saturday</span> <span style="margin-left: 100px;">Sunday</span>

Address: (street # and name)	Suite or apartment #:
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Business or primary phone #: - -	Alternate phone #: - -	E-mail address:	Federal ID or Driver's License #/State:
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**Contact people other than tenant, in order of preference. List at least two people who are authorized to secure the premises in the event of an emergency**

Name : (last, first)	Phone # 1 - -
Address: (street # and name)	Phone # 2 - -
Name : (last, first)	Phone # 1 - -
Address: (street # and name)	Phone # 2 - -
Name : (last, first)	Phone # 1 - -
Address: (street # and name)	Phone # 2 - -

**Owner(s) of premises (if different from tenant)**

Name: (last, first)	Home phone #: - -	Business phone #: - -
Address: (street # and name)	(suite/apt #)	(city) (state) (zip code)

**Mailing address for correspondence (if different from location)**

Address: (street # and name or P.O. box #)	(suite/apt #)	(city)	(state)	(zip code)
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**Alarm type (check all that apply)**      Security      Fire      CCTV

Is system monitored?    no    yes    If yes, name of alarm company:	Business phone #: - -
Name of alarm service company, if different from above:	Business phone #: - -

Other pertinent information about the merchant or alarm system:

**If this form is being used for an alarm application, read and sign below**

I will use care in the maintenance and operation of the aforementioned alarm system, in compliance with the Chesterfield County code, Chapter 15 Article I. I certify that I have read the alarm ordinance information on the second page of this form.

\_\_\_\_\_      \_\_\_\_\_  
Signature (typed or digital)      Date

***THIS FORM IS BEING USED FOR MERCHANT INFORMATION AND  
FIRE AND SECURITY ALARM PURPOSES. ANY SECURITY ALARM  
APPLICANT MUST ABIDE BY THE FOLLOWING ORDINANCE  
REGULATIONS***

## **Major Points of the Alarm Ordinance**

**Purpose** – to reduce false alarms; to promote public health, safety and welfare, and to protect property in the county.

**False Alarm** – any communication generated by or as a result of an alarm system that results in a response by police personnel and which upon investigation reveals no evidence or indication of criminal activity or other hazard. False alarms shall include negligently or accidentally activated signals; signals which are the result of faulty, malfunctioning or improperly installed or maintained equipment; signals which are purposely activated to summon the police in non-emergency situations; and alarms for which the actual cause is not determined. False alarms shall not include signals activated by weather conditions or other causes which are identified and determined by the Chief of Police to be beyond the control of the owner.

**False Alarm Charges** – there are no charges for the first two alarms within a calendar year; however, the following charges will be applicable for the third and subsequent alarms:

- a. third false alarm (\$50.00)
- b. fourth false alarm (\$75.00)
- c. fifth false alarm (\$100.00)
- d. sixth and each thereafter within a calendar year (\$125.00)

**Permit Requirements** – Alarm systems operating prior to January 1, 1994 are required to have a permit within ninety (90) days from the effective date of the ordinance. Alarm systems installed as of January 1, 1994 are required to have a permit within thirty (30) days of the installation date. A \$25 charge will be assessed to any owner or tenant who fails to meet one of the above two permit requirements.

**Service Charge and Penalty** – if assessed, charges must be paid before required permit will be issued. If the permit required is not obtained within thirty (30) days after notification by the Chief of Police of such requirement and continued operation of the alarm system by the owner or tenant occurs, it shall constitute a class 4 misdemeanor carrying a penalty of up to \$250.

**Changes** – any changes in the permit information must be reported within ten (10) days of the change to 717-6486.

**Failure to Respond** - \$100 service charge if owner or tenant or designee fails to arrive at premises within one (1) hour of being notified by the police to respond in connection with an alarm activation.

**Failure to Silence** - \$100 service charge if owner or tenant or designee fails to silence audible signal, loud enough to be heard by an person outside the property, within thirty (30) minutes of being notified by the police to respond.

**Revocations** – failure to pay any service charges within thirty (30) days shall constitute grounds for revocation of an alarm system permit by the Chief of Police. A late payment penalty of ten percent (10%) or ten dollars (\$10.00), whichever is greater, shall be added to the account upon referral to the county debt collection division. Interest upon the principal amount due and penalty will accrue at the rate of ten percent (10%) annually from the first day of the month following the day the account is referred to the debt collection division. Continued operation after revocation shall constitute a class 4 misdemeanor, punishable by a maximum fine of \$250.00.

**Reinstatement** – an alarm permit that has been revoked may be reinstated upon payment of all amounts owing.

**Appeals** – A letter to the Chief of Police must be submitted within ten (10) days of receiving the service fee bill, (Send to Chesterfield County Police Department, P.O. Box 148, Chesterfield, VA 23832 ATTN: Chief of Police). The letter must contain name, address and telephone number, the reasons for disputing the fee, and any other written evidence which might justify a change in the assessment. The chief shall consider the evidence and render a written decision within ten (10) days of his receipt of the appeal request, unless an extension has been agreed upon by both parties. The Chief of Police can waive, rescind in whole or in part, a service fee if he believes that there is insufficient evidence to fully support the imposition of said service fee.

**Alarm System** – Any assembly of equipment or a device designed to detect and signal an unauthorized intrusion, attempted burglary, robbery, other criminal activity or hazard at the protected premises. For the purposes of this chapter, the term “Alarm System” refers to all systems which are designed to attract the attention and response of county police, including alarm bells, horns, sirens and lights, which are either audible or visible beyond the lot lines of the protected premises. Does not include vehicle alarm or fire alarm systems.

Note: This information is provided for general information regarding the county’s alarm ordinance. Specific provisions of the alarm ordinance are set forth in Chesterfield County Code of Ordinances, Chapter 15 Article I, Alarm Systems.