



Alarm System Registration

****Please Note: Any incomplete or illegible applications will be returned.****

Name of Business Owner: _____
(last name) (first name)

Name of Business: _____
(as known by your Business Registration)

• Hours of Operation: _____

Is this system monitored by an alarm company? ☐ Yes ☐ No

Type of Alarm (check all that apply): ☐ **Burglar** (☐ Silent Duress ☐ Intrusion (Glass Breakage, Open Door)
☐ Motion Detection ☐ Silent ☐ Audible) ☐ **Fire** (☐ Sprinkler)

Date of Installation (or activation of monitoring): _____

Business Physical Address: _____
(number) (street) (suite)

Cottonwood, AZ 86326

Direct Phone Number: () _____ (preferably no automated systems/phone trees)

Mailing Address (required if different from above): _____

Attention: _____
(Owner, Store Manager, etc.)

Emergency Contact List:

****At least two subjects who will respond to this location within 60 minutes,
and will have access to the alarm system****

Name: 1) _____ Phone: _____ or _____
2) _____ or _____
3) _____ or _____

Alarm Company: _____

Phone: _____

Mailing address: _____

By signing this Alarm Registration form, I declare that I am aware of Cottonwood Municipal Code Chapter 8.32, and am familiar with its requirements and its penalties. In summation, I declare I am aware that:

A. The responsible party of any alarm system, whether at a business or residence, shall be responsible for instructing all persons who are authorized to place the device or system into operation in the appropriate method of operation, advising them of the provisions of this chapter, and emphasizing the importance of avoiding false alarms. The responsible party shall maintain the alarm equipment in proper working order at all times so as to minimize the occurrence of false alarms. Fire Department exception: Non-monitored fire alarm systems are excluded from this requirement.

B. The alarm system operation instructions shall be maintained on the premises.

C. The responsible party shall post or provide to persons authorized to place the alarm system or device into operation and the phone numbers for:

1. City police and fire departments;

2. The alarm monitoring business twenty-four-hour service number.

D. The responsible party shall notify the police and/or fire department of the name and telephone number of the primary person, and at least one alternate, to be notified in case the alarm is activated. This list of names and numbers must be immediately updated if there are any changes.

E. The responsible party or authorized persons shall respond to the alarm location and shall inactivate the alarm system within one hour of notification of its activation.

(Ord. 330 § 1(part), 1995)

F. The responsible party of any location that has an alarm system shall complete an alarm system registration card every year at the time of the business license renewal. This card shall identify the type of alarm, the company that monitors the system and who are the responsible parties or authorized agents. This card can be returned with the business registration form.

• **The City of Cottonwood shall impose fees upon any alarm system user whose system generates three or more false alarms within a calendar year.**

• **If the responsible party or authorized agent does not respond to the alarm location to inactivate the alarm and/or reset it, the responsible party will be notified by certified mail or personal service by a designee of the Chief of such fact and will be required to pay a penalty assessment in the amount of \$50.**

Signature of Applicant: _____

Date: _____

The City of Cottonwood and the Cottonwood Police/Fire Departments are dedicated to providing more effective police and fire protection by reducing the number of false alarm calls for service. With fewer false alarms, our officers and firefighters are available to address real emergency situations in a more timely manner. Any questions or concerns regarding alarm systems and/or Municipal Code Chapter 8.32 should be directed to the Cottonwood Police Department at (928) 634-4246 or Cottonwood Fire Department at (928) 634-2741.

Please return completed application to:

**The Cottonwood Police Department
199 S. 6th Street
Cottonwood, AZ 86326**