

**COUNTY OF AUGUSTA**  
**EMERGENCY COMMUNICATIONS CENTER**  
18 Government Center – P O Box 590  
Verona, VA 24482-0590  
Phone - 540-245-5508  
Fax - 540-245-5506

**Emergency Alarm System User Registration**

**NAME:** \_\_\_\_\_

**9-1-1 Street address** \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

☎ Telephone number at **alarm location:** \_\_\_\_\_

Directions: \_\_\_\_\_

Alarm type: Security \_\_\_ Fire \_\_\_ Medical \_\_\_ Other (describe) \_\_\_\_\_

**Mailing address** (if different from above) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Owners name:** \_\_\_\_\_

Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

☎ Telephone number: \_\_\_\_\_

\*\*\*\* **MUST BE COMPLETED** \*\*\*\*

**Emergency Notification (Keyholder)** – Please notify your alarm monitoring company and Augusta County Emergency Services Department in writing when changes are made in your emergency notification information.

(Names and Phone Numbers)

1. \_\_\_\_\_ 3. \_\_\_\_\_

2. \_\_\_\_\_ 4. \_\_\_\_\_

Special hazards of interest to Emergency Personnel: \_\_\_\_\_

**ALARM MONITORING**

**COMPANY:** \_\_\_\_\_

Address: \_\_\_\_\_

☎ 24 hour telephone number: \_\_\_\_\_

The undersigned is authorized to represent the person, firm or corporation applying for this permit and does acknowledge that the undersigned has read the Augusta County Alarm Ordinance, as may be amended. The undersigned further acknowledges that he is authorized by the person, firm or corporation applying for this permit to accept the conditions and obligations contained therein as binding upon the person, firm or corporation making application.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Division C. Alarm System Users

§ 6-31. Alarm system user registration

- A. Every alarm system user shall obtain an alarm system user permit from the county’s Emergency Services Department for the operation of such alarm system. If the alarm system is to be installed or maintained by a alarm company operator, the alarm company operator may obtain the required permit for the alarm system user.
- B. The person applying for the permit required in this section shall state on a permit application form provided by the county the following: name, address of and directions for responders to the premises in or for which the alarm system will be installed, telephone number of the alarm system user, the type of alarm system (local or monitored), name of the alarm company operator selling or leasing the new or existing alarm system equipment or services and the names, addresses and telephone numbers of at least two other persons who can be reached at any time, day or night, and who are authorized to respond to an alarm signal and who can open and represent the premises in which the system is installed for reporting and investigative purposes.
- C. It shall be the responsibility of the alarm system user to notify the county immediately in writing of any subsequent changes in the information provided on the permit application.
- D. No permit shall be issued to an alarm system user until the installation of the alarm system has been approved by the county building official.
- E. No permit shall be issued to an alarm system user until an approved alarm company operator certifies or the alarm system user otherwise demonstrates that the alarm system user has been instructed in the proper use and operation of the alarm system.
- F. Upon approval by the Emergency Services Department of the permit application, the permit shall be issued to the alarm system user.

§ 6-32. Permit to show whether alarm system shall have access to the ECC

- A. The permit for each alarm system user shall show whether the alarm system may utilize a special telephone line transmitting directly into the county’s Emergency Communications Center.
- B. An alarm system may be permitted to utilize a special (non-911) telephone line transmitted directly into the county’s Emergency Communications Center only if the system is installed, maintained and operated by an alarm company operator approved for such purpose as provided in § 6-27 herein.

§ 6-33. Duties of alarm system users

- A. The alarm system user shall maintain the alarm system in proper working order.
- B. The alarm system user shall instruct employees, tenants or others who may have occasion to activate an alarm as to the operation of the alarm system, including setting, activation, deactivation and resetting the alarm.
- C. The alarm system user shall ensure that the alarm system is to be activated only in emergency situations to summon an immediate emergency services response.
- D. The alarm system user shall utilize no alarm which will emit an audible signal beyond the confines of the premises for more than fifteen (15) minutes before resetting and silencing itself.

(Sections 6-34 through 6-35 reserved.)

(Above is taken from Article III of Chapter 6 of The Code of Augusta County, Virginia.)

APPROVED BY \_\_\_\_\_ DATE \_\_\_\_\_

ISSUED BY \_\_\_\_\_ DATE \_\_\_\_\_