

Date Received \_\_\_\_\_

Date Entered \_\_\_\_\_

Entered By \_\_\_\_\_

Registration # \_\_\_\_\_



# VENICE FIRE DEPARTMENT REGISTRATION/UPDATE FOR FIRE ALARM SYSTEM (PLEASE PRINT)

The information requested in this form is required by City Code of Ordinance Chapter 38 Fire Prevention and Protection, Section 38-6 Registration of Fire Alarm Systems. This form is to be completed and returned prior to the activation of any alarm system.

Business Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

In Service Date: \_\_\_\_\_

Business Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Owner: \_\_\_\_\_ Phone #: \_\_\_\_\_

Billing Address: \_\_\_\_\_ Zip: \_\_\_\_\_

### Persons authorized to enter the premises and be responsible for the alarm system:

1. Name: \_\_\_\_\_ Company: \_\_\_\_\_

Position: \_\_\_\_\_ Phone #: \_\_\_\_\_

2. Name: \_\_\_\_\_ Company: \_\_\_\_\_

Position: \_\_\_\_\_ Phone #: \_\_\_\_\_

3. Name: \_\_\_\_\_ Company: \_\_\_\_\_

Position: \_\_\_\_\_ Phone #: \_\_\_\_\_

### Alarm Company Information:

Installing Company: \_\_\_\_\_ Phone #: \_\_\_\_\_ License #: \_\_\_\_\_

Maintenance Company: \_\_\_\_\_ Phone #: \_\_\_\_\_ License #: \_\_\_\_\_

Monitoring Company: \_\_\_\_\_ Phone #: \_\_\_\_\_ License #: \_\_\_\_\_

Sprinkler Company: \_\_\_\_\_ Phone #: \_\_\_\_\_ License #: \_\_\_\_\_

FACP Location: \_\_\_\_\_

Knox Box Location: \_\_\_\_\_

Form Completed By: (Print Name) \_\_\_\_\_ (Title) \_\_\_\_\_

(Signature) \_\_\_\_\_

**Please make check payable to "City of Venice"**  
**Mail or deliver this form with payment to:**

001-0000-342.20-01

City of Venice, Attn: Cashiers Office  
401 West Venice Avenue,  
Venice, Florida 34285

Cashiers Office Phone # (941) 486-2626  
Venice Fire Department Phone # (941) 480-3030

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### **Sec. 38-6. Registration of fire alarm system.**

Every person who installs, owns, leases, possesses or operates any new or existing fire alarm system within the city shall notify the enforcement official of the existence of the fire alarm system. This notification shall be accomplished by completing a “Registration of Fire Alarm System” form. It shall be the sole responsibility of the company installing any fire alarm system to provide the system owner a “Registration of Fire Alarm System” form. This form shall be completed and forwarded to the enforcement official prior to the system being activated. It is the responsibility of the fire alarm system company to insure that the fire alarm system being installed is properly registered prior to the fire alarm system being placed into operation. **A \$25.00 registration fee will be added to the permit process.** Homeowner systems are not subject to the registration fee.

### **Sec. 38-7. System owner change.**

Within 30 days of transfer of ownership or occupancy of a protected property, the system owner shall file a new “Registration of Fire Alarm System.”

### **Sec. 38-8. Access box (KNOX BOX).**

An access box (KNOX BOX) with proper access keys approved by the enforcement official shall be in place on all new or existing structures or facilities serviced by a fire alarm system. The owner/occupant shall be solely responsible for contacting the enforcement official to change the keys in the access box.