

Appendix A: Service Fee Policy

TOWN OF TRYON FIRE ALARM ORDINANCE SERVICE FEE POLICY

I. BACKGROUND/PURPOSE:

This policy was written and implemented to establish appropriate guidelines for the efficient collection of service fees as established in the Town of Tryon Fire Alarm Ordinance.

II. POLICY

It is the policy of the Town of Tryon that payment is due within thirty days of a fee being assessed.

III. PROCEDURE:

1. The Tryon Fire Department will be responsible for completing the ticket and assessing a fee.
2. If at the time of the response the fee is unknown, this portion of the ticket will be left unchecked and the person completing the ticket shall write in the comment box “please contact the Town of Tryon for fee”.
3. The ticket may be left on scene with the occupants, and/or the owner, and/or the emergency contact. A signature will be collected from the person(s) accepting the ticket.
4. If there is no one on scene to accept the ticket, it will be sent by certified mail to the building owner.
5. A copy of the ticket will stay with the Fire Department. A third copy will be given to the Town of Tryon.
6. All payments made pursuant to the Tryon Fire Alarm Ordinance will be made to Town of Tryon, mailing address: 301 N. Trade St., Tryon, NC, 28782.
7. Any fee unpaid in excess of ninety (90) days from the date the fee is billed, will be collected in the same manner as unpaid taxes (refer to Section 7., Service Fees, of the Ordinance).
8. It will be the responsibility of the Board of Commissioners of the Town of Tryon to make changes to this policy as needed.

Appendix A: Service Fee Policy

TOWN OF TRYON FIRE ALARM ORDINANCE SERVICE FEE POLICY

IV. BACKGROUND/PURPOSE:

This policy was written and implemented to establish appropriate guidelines for the efficient collection of service fees as established in the Town of Tryon Fire Alarm Ordinance.

V. POLICY

It is the policy of the Town of Tryon that payment is due within thirty days of a fee being assessed.

VI. PROCEDURE:

1. The Tryon Fire Department will be responsible for completing the ticket and assessing a fee.
2. If at the time of the response the fee is unknown, this portion of the ticket will be left unchecked and the person completing the ticket shall write in the comment box “please contact the Town of Tryon for fee”.
3. The ticket may be left on scene with the occupants, and/or the owner, and/or the emergency contact. A signature will be collected from the person(s) accepting the ticket.
4. If there is no one on scene to accept the ticket, it will be sent by certified mail to the building owner.
5. A copy of the ticket will stay with the fire department. A third copy will be given to the Town of Tryon.
6. All payments made pursuant to the Tryon Fire Alarm Ordinance will be made to Town of Tryon, mailing address: 301 N. Trade St., Tryon, NC, 28782.
7. Any fee unpaid in excess of ninety (90) days from the date the fee is billed, will be collected in the same manner as unpaid taxes (refer to Section 7., Service Fees, of the Ordinance).
8. It will be the responsibility of the Board of Commissioners of the Town of Tryon to make changes to this policy as needed.

Description	Reference	Cost
Failure to register an Alarm	3(B)(1)	\$100.00
False Alarm caused by an On Site Alarm Company	7(D)(2)	\$50.00

Employee		
Service Fee – 1 st Fire Alarm	7(D)(1)	\$0
Service Fee – 2 nd Fire Alarm	7(D)(1)	\$0
Service Fee – 3 rd Fire Alarm	7(D)(1)	\$50.00
Service Fee – 4 th Fire Alarm	7(D)(1)	\$100.00
Service Fee – 5 th Fire Alarm	7(D)(1)	\$200.00
Service Fee – 6 th and Above Fire Alarm	7(D)(1)	Doubles each time
Service Fee – 1 st Nuisance Alarm	7(E)(1)	\$0
Service Fee – 2 nd Nuisance Alarm	7(E)(1)	\$0
Service Fee – 3 rd Nuisance Alarm	7(E)(1)	\$50.00
Service Fee – 4 th Nuisance Alarm	7(E)(1)	\$100.00
Service Fee – 5 th Nuisance Alarm	7(E)(1)	\$200.00
Service Fee – 6 th Nuisance Alarm	7(E)(1)	Doubles each time
Registration Fee	3(G)	\$5.00
Re-Registration Fee	3(G)	\$5.00