

INSTRUCTIONS FOR COMPLETION

Section I - Business Information

Please include all information requested on the front section of this form. The mailing address, if different from actual site address, will be used for mailing correspondence relating to fire alarm activations, notice of violations, and annual registration information. ***Please note email is the preferred method of communication please provide if available.***

Please indicate the type of establishment for the building occupant using the table below:

1	Assembly, Other	
	100 – Assembly, other	141 – Athletic/health club
	111 – Bowling alley	142 - Clubhouse
	112 – Billiard center, pool hall	143 – Yacht club
	113 – Electronic amusement center	150 – Public or government, other
	114 – Ice rink; indoor/outdoor	151 - Library
	115 – Roller rink; indoor/outdoor	152 - Museum
	116 – Swimming facility; indoor/outdoor	155 - Courthouse
	120 – Variable use amusement, recreation places	161 – Restaurant or cafeteria
	121 – Ballroom, gymnasium	162 – Bar or night club
	122 – Convention center, exhibition hall	170 – Passenger terminal, other
	123 – Stadium, arena	173 – Bus station
	129 – Amusement center; indoor/outdoor	180 – Studio/theater, other
	131 – Church, mosque, synagogue, temple, chapel	185 – Radio, television studio
	134 – Funeral parlor	186 – Film/movie production studio
	140 – Clubs, other	
2	Educational	
	200 – Educational, other	241 – Adult education center, college classroom
	211 - Preschool	254 – Day care, in commercial property
	213 – Elementary school, including kindergarten	255 – Day care, in residence, licensed
	215 – High school, junior high, middle school	
3	Health Care, Detention & Correction	
	300 – Health Care, detention & correction, other	340 – Clinics, doctors offices, hemodialysis centers
	311 – 24-hour care nursing home, 4 or more persons	341 – Clinic, clinic-type infirmary
	321 – Development disability facility	342 – Doctor, dentist or oral surgeon's office
	322 – Alcohol or substance abuse recovery center	361 – Jail, prison (not juvenile)
	323 – Asylum, mental institution	363 – Reformatory, juvenile detention center
	331 – Hospital, medical or psychiatric	365 – Police station
	332 – Hospices	
4	Residential	
	400 – Residential, ALF, board & care	449 – Hotel/motel, commercial
	419 – 1 or 2 family dwelling	462 – Sorority house, fraternity house
	429 – Multi-family dwelling	464 – Barracks, dormitory
	439 – Boarding/rooming house, residential hotel	
5	Mercantile, Business	
	500 – Mercantile, business, other	569 – Professional supplies, services
	511 – Convenience store	571 – Service stations, gas stations
	519 – Food & beverage sales, grocery store	579 – Motor vehicle or boat sales, services, repair
	529 – Textile, wearing apparel sales	580 – General retail, other
	539 – Household goods, sales, repairs	581 – Department or discount store
	549 – Specialty shop	592 - Bank
	557 – Personal service, including beauty/barber shop	593 – Office, veterinary or research
	559 – Recreational hobby, home repair sales, pet store	596 – Post office or mailing firms
	564 – Laundry, dry cleaning	599 – Business office
6	Industrial, Utility, Defense, Agriculture, Mining	
7	Manufacturing, Processing	
	700 – Manufacturing, processing, other	
8	Storage	
	800 – Storage, other	880 – Vehicle storage, other
	807 – Outside material storage area	881 – Parking garage, detached residential garage
	808 – Outbuilding or shed	882 – Parking garage, general vehicle
	816 – Grain elevator or silo	891 – Warehouse
	839 – Refrigerated storage	898 – Dock, marina, pier, wharf
	849 – Outside storage tank	899 – Residential or self-storage units
	888 – Fire station	

Section II – Emergency Contacts

Please submit the names of individuals to be contacted (in contact order) in the event the alarm is activated. **These individuals should be able to respond within 30 minutes.** State whether that individual is the owner, primary contact, key holder, tenant, etc. Identify the type of phone number, i.e., home, office, cell, etc.