



STOUGHTON FIRE DEPARTMENT

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To: Realtors, Contractors and Homeowners Selling Residential Property

From: **Stoughton Fire Prevention and Administration**

Date: July 28, 2020

Subject: **Scheduling (1/2) and Payment (2/2) for Smoke and CO Detector Inspections (2 Step Process)**

The Stoughton Fire Department is transitioning to an online Scheduler and Payment system for Smoke and CO Inspections. **As of August 3, 2020 this system is live.** A standard guideline is listed below:

- The **Scheduler** is located on the Stoughton Fire Department Website @ www.stoughton.org/fire-rescue or searching "Stoughton Fire Department".
- Our Inspection schedule remains the same 0900-1130 Tuesday, Wednesday and Thursday.
- Once the Scheduler completes the appointment they will receive a confirmation email.
- The confirmation email will include a link for **Online Payment**.
- If the scheduler is not making the payment, forward the email to the party making payment.
- If the confirmation email is accidentally deleted, payment may be made on Stoughton Fire website or Town of Stoughton home by clicking "online payment".
- Representative at Inspection appointment must provide a copy/receipt of payment.
- State Regulations and Guidelines will be embedded in scheduler confirmation, payment module and via Stoughton Fire Department Website.
- Cancellation must be made via phone 781-344-3170 x9755 or x9750.
- Application for Return of Payment must be made through the Town of Stoughton Treasurer's office.
- To reschedule call and cancel the appointment, then schedule new date online. If payment was previously made show receipt at inspection of previous payment
- A re-inspection for a failed inspection is scheduled and paid for in the same sequence as above with a \$25.00 re-inspection fee.

Sincerely,

Lieutenant Macomber, Fire Prevention
Kathleen McGrady, Program Admin I

Committed to Serving the Community of Stoughton