

Completing the Alarm Permit Application

NOTE: All information can be typed directly on the application

PLEASE DO NOT MAKE CHANGES, ADDITIONS OR ALTERATIONS TO THE APPLICATION.

1) Select one:

New License - Select this for a new residential or commercial permit.

Renewal License - Select this if renewing your existing residential or commercial permit.

Update Information - Select this if you are changing any information to an existing residential or commercial permit.

NOTE: One alarm permit per location.

2) Alarm Location

Enter your **Physical Address**. Be sure to include if you are on a Lane (LN), Street (ST), Drive (DR), Avenue (AV), Boulevard (BL), Loop (LO), Terrace (TE), Way (WY), Court (CT), Circle (CR), Plaza (PZ), Highway (HY) or Freeway (FW). Also include apartment numbers, if applicable.

Enter your **Mailing Address**, if different from your physical address.

3) Type of Property

Select ONE ONLY:

Residential, Commercial or State/Government - NOTE: State/Government offices are considered exempt.

4) Alarm Description

Select all that apply:

Burglary, Robbery, Panic

5) Alarm Type

Select ONE ONLY:

Direct - Alarm goes directly to your alarm company with no silent or audible ringer.

Silent - Alarm goes directly to your alarm company as a silent ringer. No audible ringer is present.

Ringer Audible - Alarm goes directly to your alarm company with an audible ringer in your home.

Both Silent/Ringer & Silent/Audible - Alarm goes to your alarm company with both a silent and an audible ringer in your home.

6) Specify the area covered by the alarm system

List all areas covered. For example, all exterior windows and doors.

7) For RESIDENTIAL alarm permit applicants:

Enter the Permit Holders Name, Home Phone Number, Work Phone Number and Cell Phone Number.

For COMMERCIAL alarm permit applicants:

Enter the Business Name and Phone Number.

8) Contact Persons

First Contact Person - This is the **first** person who will be contacted in the event that the police need to enter a premise. Please list this persons home phone, work phone and cell phone numbers. Home phone and cell phone numbers will be called first. This is a **REQUIRED** contact person. **NOTE: ONLY LIST ONE NAME PER LINE.**

Second Contact Person - This is the **second** person who will be contacted in the event that the police need to enter a premise. Please list this persons home phone, work phone and cell phone numbers. Home phone and cell phone numbers will be called first. This is a **REQUIRED** contact person. **NOTE: ONLY LIST ONE NAME PER LINE.**

Third Contact Person - This is the **third** person who will be contacted in the event that the police need to enter a premise. Please list this persons home phone, work phone and cell phone numbers. Home phone and cell phone numbers will be called first. This is an **OPTIONAL** contact person. **NOTE: ONLY LIST ONE NAME PER LINE.**

For RESIDENTIAL customers:

Select ONE ONLY:

Alarm Agent - This is the occupant (other than owner), acquaintance, family member, neighbor or rental agency who will be contacted on behalf of the owner of the residence.

Owner - This is the owner of the residence.

For COMMERCIAL customers:

Select ONE ONLY:

Alarm Agent - This is the agency whom the business wants contacted instead of an owner or employee.

Employee - This is an employee of the business who will be contacted on behalf of the business.

Manager - This is a manager of the business who will be contacted on behalf of the business.

Owner - This is the owner of the business.

9) Alarm Company Information:

If your alarm **IS NOT** monitored by any alarm monitoring company, please **INITIAL** in the space provided.

If your alarm **IS** monitored by an alarm monitoring company, please provide their name, address and phone number. If a contact name is known, please provide this also.

10) Certification:

Please sign, date and print your name certifying that the above information is true and correct.