

CITY OF AUSTIN ALARM PERMIT APPLICATION

Check (  ) one of the following:

RESIDENTIAL ( ) APPLICATION FEE: \$25.00
BUSINESS ( ) APPLICATION FEE \$50.00



AMOUNT ENCLOSED: \_\_\_\_\_

PLEASE PRINT ALL INFORMATION CLEARLY AND COMPLETELY

ALARM SITE ADDRESS \_\_\_\_\_ (Include suite or apt #) \_\_\_\_\_ (Zip Code)

ALARM COMPANY \_\_\_\_\_ CONTACT \_\_\_\_\_ PHONE # \_\_\_\_\_

PERMIT HOLDER'S NAME \_\_\_\_\_ (Not a company) (Last Name) (First Name) (Middle Initial)

( ) \_\_\_\_\_ ( ) \_\_\_\_\_ ( ) \_\_\_\_\_ DRIVER'S LICENSE \_\_\_\_\_ (Number) (State)
Permit Holder Phone # Business Phone # Cellular/Pager No.

BUSINESS NAME \_\_\_\_\_ PHONE # \_\_\_\_\_ (If Applicable)

BILLING ADDRESS \_\_\_\_\_ (If different than alarm site) (Street Address) (City) (State) (Zip Code)

E-MAIL ADDRESS: \_\_\_\_\_

CONTACT PERSONS (Must be able to respond and assist Police. List must be kept current)

PRIMARY PERSON \_\_\_\_\_ (Last Name) (First Name) (Middle Initial)

PRIMARY PHONE NUMBER ( ) \_\_\_\_\_ ( ) \_\_\_\_\_ ( ) \_\_\_\_\_ Phone #1 Phone #2 Phone #3

SECONDARY PERSON \_\_\_\_\_ (Last Name) (First Name) (Middle Initial)

SECONDARY PHONE NUMBER ( ) \_\_\_\_\_ ( ) \_\_\_\_\_ ( ) \_\_\_\_\_ Phone #1 Phone #2 Phone #3

I have read the completed application and know the same is true and correct and hereby agree that if a permit is issued, I will comply with all provisions of the City Code, Title VIII, Chapter 8-6, and applicable State laws. I accept responsibility of payment of all fees and fines that may result from the operation of the alarm serving the above premises.

\_\_\_\_\_ Date

\_\_\_\_\_ Signature of Permit Holder

The permit application is renewed yearly. Renewal notices are mailed, however, it is the responsibility of the permit holder to ensure that the permit is renewed if a notice is not received.

If you have any questions, please contact the Alarm Unit between 9:00 a.m. and 3:00 p.m., Monday through Friday at (512) 974-5730, fax (512) 974-6697.

Make check or money order payable to: APD Alarm Unit

Send payment and application to: AUSTIN POLICE DEPARTMENT ALARM UNIT
DO NOT SEND CASH P.O. BOX 684279
AUSTIN, TX 78768-4279

FOR OFFICE USE ONLY

Table with 6 columns: Date Received, Permit #, Expiration Date, Check/Money Order #, Amount Received, Rep. Initial

The City of Austin has enacted an Alarm Ordinance that affects Austin businesses and residences that own, lease or subscribe to a burglar alarm system. According to Section 8-6.3, et seq., City of Austin Code of Ordinances, no person may operate, cause to be operated or allow the operation of an alarm system without first obtaining a permit from the City. In addition, no person shall fail to be in compliance with the City alarm provision and procedures; or operate an alarm system, which automatically dials the 911 Emergency Communications System.

**A PERSON WHO OPERATES AN ALARM SYSTEM MUST:**

1. Obtain an alarm permit from the APD Alarm Unit. An application must be received within 14 days from the date the system is enabled or the applicant is subject to a \$200 fine for an alarm. A separate permit is required for each alarm site. Business permits are \$50, and Residential permits are \$25. Permits are renewed every year. It is the responsibility of the permit holder to ensure that the permit is renewed if a notice is not received. Permits are not transferable and are non-refundable. A change of address or name requires the issuance of a new permit.
2. Maintain the premises of the alarm in a manner that ensures proper operation of the alarm system, and minimizes false alarm calls.
3. Ensure that the alarm system does not automatically dial the 911 Emergency Communications System. Also, the alarm should not sound for more than 15 minutes after being activated, and should automatically reset before transmitting another signal.
4. Respond or cause a representative to respond within one hour when notified by the Police Department to provide access to the premises, provide security for the premises, or inactivate or repair a malfunctioning alarm system.
5. Not activate an alarm system for any reason other than the occurrence of an event that the alarm system was intended to report. A Hold-up, Panic, or Hostage device should only be activated in a life-threatening situation. Permit holders should instruct all users of the alarm on its operation and when the alarm should be used.

A person who violates any of the above requirements may be cited to court for the violation.

**FEES:**

A \$50 fee is charged for each false burglary alarm notification that is in excess of 5 false alarms in a 12 month continuous period. A \$100 fee is charged for each false robbery/panic alarm notification that is in excess of 2 false alarms in a 12 month continuous period. Any payment or renewal not received by the due date will be assessed a \$5 late fee.

If the Alarm site is not permitted, a \$200 fee will be charged for each response to an alarm. After the third response, the alarm site can be placed in a “no response” status, whereby the police will not respond to an alarm activation.

**A PERMIT CAN BE REVOKED FOR:**

- Failing to maintain the alarm system in a manner that minimizes false alarm notifications or ensures proper operation of the alarm system.
- Any false statement, oral or written, made in the permit application or in connection with the permit application.

If a permit is revoked, the site is classified as non-permitted and is placed in a “no response” status. The police will no longer respond to burglary alarm activations from the site until the permit is obtained, all fees are paid or the violation is corrected, whichever is applicable. When a permit has been revoked, the permit holder cannot obtain an alarm permit for another location.

For further information, please contact the Alarm Unit at 974-5730, Monday through Friday, between 9:00 a.m. and 3:00 p.m.