



**City of Houston**  
**Burglar Alarm Administration**  
**Addition of Alarm System Company Form**

Pursuant to City of Houston Code of Ordinances, Chapter 11, Article III, Section 11-59 (7-8), the name, address, Texas Department of Public Safety/Texas Private Security Bureau license number and type, and telephone number of the alarm system company that has installed, will install, activate the alarm system and monitor the alarm system will be provided on alarm application.

To add an alarm system company to the City of Houston's burglar alarm application process, the alarm company must first provide the information below. *Use one form per alarm system company.*

<b>Company Name</b>	
<b>Address</b>	
<b>City &amp; State</b>	
<b>Zip Code</b>	
<b>Telephone</b>	
<b>Fax</b>	
<b>Manager</b> <i>(Local contact)</i>	
<b>Manager Phone</b>	
<b>Manager Address</b>	
<b>Email</b>	
<b>Texas Department of Public Safety Texas Private Security Bureau License Number</b>	

**Pursuant to the State of Texas Occupations Code, Chapter 1702.286 Duties of Alarm Systems Company**

(b): An alarm systems company shall notify the municipality in which the alarm system is located of an installation or activation of an alarm system not later than the 30<sup>th</sup> day after the date of the installation or activation. The alarm systems company shall provide to the municipality:

1. the alarm systems company name;
2. the alarm systems company license number;
3. the name of the occupant of the alarm system location;
4. the date of the installation or activation.

(d): An alarm systems company commits an offense if the company violates Subsection (a) or (b). An offense under this subsection is a Class C misdemeanor.

**Submit completed form by:**

**Email:** [HoustonPermitHelp@houstontx.gov](mailto:HoustonPermitHelp@houstontx.gov)

**Fax:** 832-395-9631

**Mail:** City of Houston - Burglar Alarm Administration, P.O. Box 1561, Houston, Texas 77251-1561

**Walk-in:** Houston Permitted Center, 1002 Washington Avenue, 1<sup>st</sup> floor, Houston, Texas 77002

**Thank you in advance for your cooperation.**

**Please contact the City of Houston-Burglar Alarm Administration at 713-581-7410 or 832-394-8802, for information, reporting template, and questions.**