



CITY OF HOUSTON APPEAL HEARING REQUEST FORM

TO APPEAL A REVOKED PERMIT, A PERMIT DENIAL OR RENEWAL

Submit this completed form with all supporting documentation to the City of Houston within **30 days** from the date of the permit revocation or denial notice to appeal a revoke permit, permit denial or permit renewal. An alarm system operating with a revoked or an expired permit becomes a non-permitted alarm system, and all penalties, fees, and punishments authorized by Chapter 11, Section 11-70 are applicable.

INSTRUCTIONS TO REQUEST AN APPEAL HEARING

- FILL OUT** this Appeal Hearing Request form.
- PROVIDE** a written statement on plain paper, personal stationery or if a business, on company letterhead.
 - Statement to appeal a permit revocation should include the reason for the false alarms and permit holder's corrective action(s) to eliminate the condition(s) resulting in the false alarms and permit revocation.
 - Statement to appeal a denial of an alarm permit application or permit renewal should include the corrective action(s) to resolve the cause for denial.
- GATHER** documentation (evidence) to support the written statement.
 - Documents to appeal a permit revocation should include (if applicable): dated service work order of completed repair or replacement to alarm system, alarm history report of past 30 days, police report, photographs, proof of operational changes, pest control measures, staff training, or other documents directly related to the false alarm incidents resulting in the permit revocation.
 - Documents to appeal an application or renewal denial should include (if applicable): alarm history report showing no alarms in the past 30 days, proof of payment(s), permit, or ownership.
- OBTAIN** written authorization from permit holder if someone other than the permit holder is requesting the appeal hearing.

I am requesting an appeal hearing to appeal:

☐ Permit revocation

☐ Application denial or permit renewal

*(First and Last name of Permit Holder, Individual or Business Name)

*required fields

*(Contact Person required if a Business Permit Holder)

*(Permit Number)

*(Alarm Site Address)

*(City)

*(Zip 5-digit)

*(Telephone Number)

*(Alternate Telephone Number)

*(Revocation Invoice Number)

*(Email Address)

PLEASE NOTE: the Burglar Alarm Administration must receive the completed Alarm Hearing Request form, with written statement, and supporting documentation by email, mail, or in person before a remote hearing is scheduled.

Email: HoustonPermitHelp@houstontx.gov

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

In-Person: Houston Permitting Center, 1002 Washington Avenue, Houston, Texas 77002.

Counter Service Hours Monday through Friday 8:00 a.m. to 4:00 p.m.

For additional information or assistance, contact Burglar Alarm Administration at 832-394-8802.

1002 Washington Avenue, Houston, Texas 77002

www.houstonburglalarmpermits.org

OFFICE USE ONLY		Date Received:
Revoked Date:		Hearing Date:
Permit Expires:		Outstanding Balance:
Permit active <input type="checkbox"/>	Permit expired <input type="checkbox"/>	Need to reapply <input type="checkbox"/>
COH will send renewal Invoice <input type="checkbox"/>	COH will generate and mail renewal invoice <input type="checkbox"/>	Need to update <input type="checkbox"/>



HOW TO REQUEST AN APPEAL HEARING

TO APPEAL A REVOKED PERMIT, A DENIAL OF A PERMIT APPLICATION OR PERMIT RENEWAL

Requests to appeal a permit revocation or a denial of an alarm permit application or permit renewal must be received by the City of Houston within 30 days from the date of the permit revocation or denial notice. An alarm system operating with a revoked or an expired permit becomes a non-permitted alarm system, and all penalties, fees, and punishments authorized by the City of Houston Code of Ordinances, Chapter 11, Section 11-70 are applicable.

INSTRUCTIONS TO REQUEST AN APPEAL HEARING

1. **FILL OUT** Appeal Hearing Request form found at www.houstonburglaralarmpermits.org under the Forms option.
2. **PROVIDE** written statement on plain paper, personal stationery or if a business, on company letterhead.
 - Statement to appeal a permit revocation should include the reason for the false alarms and permit holder's corrective action(s) to eliminate the condition(s) resulting in the false alarms and permit revocation.
 - Statement to appeal a denial of an alarm permit application or permit renewal should include the corrective action(s) to resolve the cause for denial.
3. **GATHER** documentation (evidence) to support the written statement.
 - Documents to appeal a permit revocation should include (if applicable): a dated service work order showing completed repair or replacement to alarm system, alarm history report showing no alarms in the past 30 days, police report, photographs, proof of operational changes, pest control measures, staff training, or other documents directly related to the false alarm incidents resulting in the permit revocation.
 - Documents to appeal an application or renewal denial should include (if applicable): alarm history report showing no alarms in the past 30 days, proof of payment(s), permit, or ownership.
4. **OBTAIN** written authorization from permit holder if someone other than the permit holder is requesting the hearing.
5. **SUBMIT** by email, mail, or in person this completed form, written statement, all supporting documentation (evidence), and, if applicable, written authorization within 30 days from the date of the revocation invoice or denial notice.

Email: HoustonPermitHelp@houstontx.gov

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

In-Person: Houston Permitting Center, 1002 Washington Avenue, Houston, Texas 77002.
Counter Service Hours Monday through Friday 8:00 a.m. to 4:00 p.m.

AFTER REQUIRED DOCUMENTS ARE SUBMITTED

- The Burglar Alarm Administration team will review all submitted documents and contact the individual named on the Appeal Hearing Request form to schedule a remote hearing. Remote hearings will be scheduled on Tuesdays or Thursdays.
- A letter with the remote hearing date, time, and other details will be mailed and emailed to the permit holder and/or hearing requestor. If you are unable to accept the telephone call from the Municipal Courts Hearing Officer on the designated remote hearing day and time, please contact the Burglar Alarm Administration at 832-394-8802 as soon as possible to reschedule.
- 10 to 20 minutes will be allotted for the remote hearing at which time you should be prepared to present evidence specific to the status of the alarm permit. At the conclusion of the remote hearing, a final decision will be made, announced and a written decision will be provided. The Hearing Officer's decision is final.
- Fees and penalties assessed shall be paid within 15 days following the date the final decision is provided. Sec. 11-68(k). A collection fee of 30% will be added to each false alarm penalty if not paid by the 61st day after it is due.
- Reinstatement is dependent upon proof that no false alarms occurred 30 days prior to the hearing request.

For additional information or assistance, please contact the Burglar Alarm Administration at 832-394-8802
1002 Washington Avenue, Houston, Texas 77002
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