



## **HOW TO APPLY FOR A CITY OF HOUSTON ALARM PERMIT**

State law and City Ordinance require a valid and current alarm permit for all burglar and panic alarm systems installed, in use, and/or monitored within the city limits that receive an emergency response from the Houston Police Department. Please contact your alarm company to verify how your alarm system is designed and configured to perform. The City of Houston does not have a "forgiveness period" for non-permitted alarm systems and will assess non-permitted penalties to the alarm system owner, if applicable under the law. Alarm system customers are ultimately responsible for knowing whether their alarm system is configured to send a burglar and/or holdup/panic/duress alarm signal.

Residential and Non-Residential Alarm system users may apply for their permit online, by mail, or in-person. The City of Houston Alarm Application may be downloaded by visiting: **[www.houstonburglaralarmpermits.org](http://www.houstonburglaralarmpermits.org)**

### ***To apply and purchase a new alarm permit, please follow these instructions:***

#### **1. Online**

- a. Visit the Burglar Alarm Administration website at: **[www.houstonburglaralarmpermits.org](http://www.houstonburglaralarmpermits.org)**
- b. Click the "New Permits Only Apply and Pay Online" icon found near the center of webpage.
- c. Read the important "Alarm User Information, Responsibilities and Application Instructions" sections relating to the alarm ordinance, permit, alarm user responsibilities, violations, and penalty charges.
- d. Read the compliance statement and check the box if in compliance.
- e. Click the blue "SUBMIT" button near the bottom of the page to begin the application process.
- f. Completely fill out the alarm application including all required information.
- g. Read the "ACKNOWLEDGEMENT" statements and click the blue "Next" button near the bottom of the page.
- h. Complete the payment process. Payment receipt and copy of the alarm permit will be emailed to the email address provided. You may request to have a permit copy mailed to you.

#### **2. By Postal Mail**

- a. Fill out the convenient, fillable, PDF alarm permit application found on: **[www.houstonburglaralarmpermits.org](http://www.houstonburglaralarmpermits.org)** under the FORMS tab or click the Download Application icon (downward arrow) to fill out application and print.
- b. Read the important second page of the application to learn about the alarm ordinance, alarm user responsibilities, violations and penalty charges, service fees, and payment methods.
- c. Mail the completed alarm application and full payment to:  
**City of Houston – Burglar Alarm Administration**  
**P.O. Box 203887**  
**Houston, Texas 77216-3887**
- d. Alarm permit application will be reviewed and if approved, permit copy will be emailed to the email address provided on the application or if requested, by mail.

#### **3. In-Person**

- a. Select the fillable, PDF alarm permit application found on: **[www.houstonburglaralarmpermits.org](http://www.houstonburglaralarmpermits.org)** under the FORMS tab or click the Alarm Permit Application icon (downward arrow) to fill out and print. Bring the completed alarm permit application and full payment to:  
Houston Permitting Center  
1002 Washington Avenue, 1<sup>st</sup> floor  
Houston, Texas 77002
- b. Pull a service ticket and wait for a burglar alarm customer service agent to call ticket number. The customer service agent will process the application. Service counter hours are Monday – Friday 8:00 a.m. to 4:00 p.m.

City of Houston - Burglar Alarm Administration  
P.O. Box 203887, Houston, Texas 77216-3887  
Telephone: 713-581-7410 Fax: 281-779-4188  
[www.Houstonburglaralarmpermits.org](http://www.Houstonburglaralarmpermits.org)