



HOW TO CANCEL A CITY OF HOUSTON ALARM PERMIT

Pursuant to the City of Houston Code of Ordinances, Chapter 11, Article III, all alarm permit holders within the City of Houston choosing to relinquish control of the alarm site shall deliver a written notice of cancellation of the alarm permit to the City of Houston Burglar Alarm Administration (Sec. 11-64). If you continue to operate your alarm system after you have disconnected your monitoring service, you are still required to have an alarm permit.

Alarm customers may submit a request for cancellation of an alarm permit online, by postal mail or in-person. The Request to Cancel Alarm Permit Form may be found on our website: www.Houstonburglaralarmpermits.org.under the FORMS option.

To submit a Request for Permit Cancellation, please follow the instructions below:

1. Online
 - a. Visit the Burglar Alarm Administration website at:www.houstonburglaralarmpermits.org
 - b. Click the phrase “**Cancel Permit**” located along the top of the webpage.
 - c. Fill out the Request to Cancel Alarm Permit form with all the required information.
 - d. Once the form is completely filled, click the blue “**Submit**” button near the bottom of the page.

2. By Postal Mail
 - a. Fill out the fillable PDF Request to Cancel Alarm Permit form found on:
www.houstonburglaralarmpermits.org
 - b. Mail the completed Request to Cancel Alarm Permit form to:
**City of Houston – Burglar Alarm Administration
P.O. Box 203887
Houston, Texas 77216-3887**

3. In-Person
 - a. Download the Request to Cancel Alarm Permit form found on:
www.houstonburglaralarmpermits.org or pick up a form at the Houston Permitting Center.
 - b. Completely fill out the Request to Cancel Alarm Permit form.
 - c. Bring the completed Request to Cancel Alarm Permit form to:
**Houston Permitting Center
1002 Washington Avenue, 1st floor
Houston, Texas 77002**

If you need assistance with cancelling your alarm permit, please call the Burglar Alarm Administration at 713-581-7410.

Contact:

City of Houston - Burglar Alarm Administration
P.O. Box 203887
Houston, Texas 7216-3887
Telephone: 713-581-7410
FAX: 281-779-4188
www.Houstonburglaralarmpermits.org. for additional information.