



HOW TO TRANSFER A CITY OF HOUSTON RESIDENTIAL ALARM PERMIT

Per City of Houston Code of Ordinance, Chapter 11, Sec. 11-63, a residential permit holder who relocates his residence may transfer a valid and current residential alarm permit to the new residential alarm site at no expense. Residential permit holders must submit a Residential Alarm Permit Transfer request form by email, in-person or postal mail. Non-Residential alarm permits are not transferable.

Permit transfer will not be granted if permit account has unpaid false alarm fees, collection fees or non-permitted penalties. Permit expiration date will remain in place.

To request your Residential alarm permit transfer, please choose a method below and follow all the steps listed to prevent processing delays.

1. Email
 - a. Fill out and print the PDF fillable Residential Alarm Permit Transfer form.
 - b. Scan and email the Residential Alarm Permit form to:
Admin@Houstonburglaralarmpermits.org

2. In-person
 - a. Fill out and print the PDF fillable Residential Alarm Permit Transfer form or pick up the form at the Houston Permitting Center.
 - b. Bring the completed Residential Alarm Permit Transfer form to:
Houston Permitting Center
1002 Washington Avenue, 1st floor
Houston, Texas 77002

3. Postal Mail
 - a. Fill out and print the PDF fillable Residential Alarm Permit Transfer form.
 - b. Mail the completed Residential Alarm Permit Transfer form to:
City of Houston – Burglar Alarm Administration
P.O. Box 203887
Houston, Texas 77216-3887

Upon receipt of the transfer request, a Burglar Alarm Administration representative will call to confirm the transfer and update your permit account information. All unpaid false alarm fees, collection fees or non-penalties must be paid before a permit transfer is granted.

Residential Alarm Permit Transfer form is available on our website www.houstonburglaralarmpermits.org under the Forms tab. If you need assistance or additional information, call the Burglar Alarm Administration at 713-581-7410.

Residential Alarm Permit Transfer requests will not be taken by phone, online or by third party individuals.

City of Houston - Burglar Alarm Administration
P.O. Box 203887 Houston, Texas 77216-3887
Telephone: 713-581-7410 Fax: 281-779-4188