



CITY OF HOUSTON – BURGLAR ALARM ADMINISTRATION

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

ALARM PERMIT APPLICATION

ATTENTION: Alarm system owners are responsible for knowing how the alarm system operates and what type of alarm signal is sent for police response. To purchase the appropriate permit, contact your alarm company to confirm how the alarm system operates.

Non-Residential applicants: Alarm systems set up to operate and send a panic signal for Houston Police response are required to have a panic permit. To assist the Houston Police Department (HPD), provide the STOREFRONT BUSINESS NAME in the Permit Information section below.

Permits are valid for one year (12 months) from issue date. Renewal notices are issued 30 days before the permit expiration date. Renew your alarm permit before the permit expiration date to avoid non-permitted penalties, fees, and citations.

PERMIT INFORMATION Select the appropriate alarm site and permit type below and provide required information. \*Fields are required.

\*Alarm Site and Permit Type: \_\_\_ Residential Burglar
\*Alarm Site and Permit Type: \_\_\_ Non-Residential Burglar and Panic \_\_\_ Non-Residential Burglar only \_\_\_ Non-Residential Panic only
\*Alarm Site and Permit Type: \_\_\_ Government Entity Burglar and Panic \_\_\_ Government Entity Burglar only \_\_\_ Government Entity Panic only
\*Name \_\_\_ \*Address \_\_\_
Building # \_\_\_ Apt. or Suite # \_\_\_ \*City and State \_\_\_ \*Zip Code (5 digit only) \_\_\_
\*Phone Number \_\_\_ \*Email \_\_\_

BILLING INFORMATION \*ALL APPLICANTS MUST PROVIDE A CONTACT NAME.  Check if information is same as permit information.

\*Name \_\_\_ \*Contact Name \_\_\_
\*Address \_\_\_ Building # \_\_\_ Apt./Suite# \_\_\_
\*City and State \_\_\_ \*Zip Code (5digit only) \_\_\_ \*Telephone \_\_\_

TYPE OF ALARM SYSTEM \*Alarm is designed and configured to perform:  Audible  Silent  Burglar  Panic

\*Alarm Installed by \_\_\_ \*Phone Number \_\_\_ \*TX DPS License # \_\_\_
\*Address \_\_\_ \*City and State \_\_\_ \* Zip Code \_\_\_
\*Monitored by \_\_\_ \*Phone Number \_\_\_ \* TX DPS License # \_\_\_
\*Address \_\_\_ \*City and State \_\_\_ \* Zip Code \_\_\_

PERMIT HOLDER INFORMATION \*ALL APPLICANTS MUST COMPLETE THIS SECTION.

NON-RESIDENTIAL APPLICANTS MUST PROVIDE ONE (1) OF THE FOLLOWING: FEI, STATE SALES TAX OR CORPORATE CHARTER NUMBER.

\*Name \_\_\_ \*Address \_\_\_
\*City and State \_\_\_ \* Zip Code \_\_\_ \*Home Phone \_\_\_
\*Work Phone \_\_\_ \*Cell Phone \_\_\_ \* Date of Birth \_\_\_
\*Driver's License Number and State \_\_\_ FEI Number: \_\_\_
\*Email \_\_\_
State Sales Tax Number \_\_\_ Corporate Charter Number \_\_\_ Assumed Names \_\_\_

CONTACT INFORMATION Name and telephone number of two (2) individuals able to respond to the alarm site within one hour if requested by police.

\*Contact Person #1 \_\_\_ \*Home Phone \_\_\_
\*Work Phone \_\_\_ \*Cell Phone \_\_\_
\*Contact Person #2 \_\_\_ \*Home Phone \_\_\_
\*Work Phone \_\_\_ \*Cell Phone \_\_\_

COMPLIANCE STATEMENT: Applicant or authorizing agent affirms that within the 12 months preceding the date the alarm permit will be issued, there has been no denied application for an alarm permit, denied renewal or revocation of any alarm permit, or penalty imposed for operation of an alarm system without an alarm permit that is connected to the alarm site, the alarm system, the alarm subscriber, applicant, person-in-control, or person described in Sec. 11-59, and affirms authorization to release above information to department, and application has been read, and is true and correct. Application shall be denied for incomplete, misleading, or false statements, and/or unpaid fees and penalties owed to the City of Houston. Permit may be revoked for disciplinary reasons in accordance with Chap. 11 Art. III.

PROVIDE YOUR PERMIT NUMBER TO YOUR ALARM SYSTEM COMPANY. HOUSTON POLICE MAY NOT BE DISPATCHED TO YOUR LOCATION UNLESS THE ALARM COMPANY PROVIDES A VALID PERMIT NUMBER. The Houston Police department has policies and procedures which are not specified in the ordinance.

\*Signature of Applicant or Authorized Agent

\*Date

## 2025 FEE SCHEDULE

### **IMPORTANT NOTICE FOR RESIDENTIAL AND NON-RESIDENTIAL ALARM SITES**

If the Houston Emergency Center or police department receives an alarm notification from a non-permitted alarm system, regardless of whether the alarm is false, the alarm subscriber and the persons-in-control of any portion of the alarm site shall be charged a penalty for each such alarm notification and shall be jointly and severally liable to the city for payment. Please verify with your alarm company how your alarm system is designed to operate to avoid unwanted penalties and police citations associated with a violation.

### PERMIT FEE INFORMATION

#### RESIDENTIAL ALARM SITE

Permit must be renewed before permit expiration to avoid any penalty that may be associated with a violation.

- \$50.00 –Burglar Alarm Permit \*Do not add the administration fee to this Residential permit type.

Residential Permit Transfer requests require permit holder to fill out and submit the Request For Residential Alarm Permit Transfer Form. Requests will not be taken by phone or by third party individuals.

#### NON-RESIDENTIAL ALARM SITE

Permit must be renewed before permit expiration to avoid any penalty that may be associated with a violation.

- \$132.44 - Burglar Alarm Permit \*Add \$33.10 administrative fee to this permit for a total of \$165.54.
- \$132.44 – Panic Alarm Permit \*Add \$33.10 administrative fee to this permit for a total of \$165.54.
- \$264.88 - Burglar Alarm Permit and Panic Alarm Permit \*Add \$66.20 administrative fee to this permit for a total of \$331.08.

Ownership changes related to the alarm site require permit cancellation and the new owner must apply for a new permit.

**ADMINISTRATIVE FEE – \$33.10.** An administrative fee of **\$33.10** shall be collected at time of application for any license, permit, or service for which the fee is greater than \$50.00. The administrative fee shall be in addition to the fee for the license, permit or service and shall be collected prior to the granting of the renewal regardless of whether an application is filed.

### FALSE ALARM PENALTY INFORMATION

**RESIDENTIAL FALSE ALARM PENALTIES** - Permits are subject to revocation and no police response after the 7th false burglar alarm.

- First three (3) false burglar alarms are free for a residential burglar alarm permit holder per preceding 12-month period.
- 4th and 5th false burglar alarms are \$50.00 each and 6th and 7<sup>th</sup> false burglar alarms are \$75.00 each.
- The 8<sup>th</sup> false burglar alarm and each false burglar alarm thereafter are \$100.00 for each false alarm incident.
- First (1) false panic alarm is free for a residential burglar alarm permit holder per preceding 12-month period.
- 2nd false panic alarm is \$140.09, 3rd false panic alarm is \$280.20, 4th false panic alarm is \$420.29, and 5th false panic alarm and each false burglar alarm thereafter are \$560.39 each.

*Non-permitted residential burglar alarms are assessed a \$116.75 non-permitted penalty per non-permitted alarm incident.*

*Non-permitted residential panic alarms are assessed a \$308.21 non-permitted penalty per non-permitted alarm incident.*

**NON-RESIDENTIAL FALSE ALARM PENALTIES** - Permits are subject to revocation and no police response after the 7th false burglar alarm.

- First three (3) false burglar alarms are free for a non-residential burglar alarm permit holder per preceding 12-month period.
- 4th and 5th false burglar alarms are \$50.00 each and 6th and 7th false burglar alarms are \$75.00 each.
- The 8<sup>th</sup> false burglar alarm and each false burglar alarm thereafter are \$100.00 each.
- First (1) false panic alarm is free for a non-residential panic permit holder per preceding 12-month period.
- 2nd false panic alarm is \$280.20, 3rd false panic alarm is \$560.39, and 4th false panic alarm and each false panic alarm thereafter is \$700.50 for each false alarm incident.

*Non-permitted Non-Residential burglar alarms are assessed a \$235.50 non-permitted penalty per non-permitted alarm incident.*

*Non-permitted Non-Residential panic alarms are assessed a \$490.34 non-permitted penalty per non-permitted alarm incident.*

### PAYMENT INFORMATION FOR NEW PERMITS, RENEWALS, FALSE ALARM AND NON-PERMITTED PENALTIES AND COLLECTION FEES.

*(Credit card payments are not accepted by mail or fax)*

**ONLINE:** Visit [www.houstonburglaralarmpermits.org](http://www.houstonburglaralarmpermits.org) (Visa, MasterCard, Discover, debit card, or an electronic check are accepted)

**CALL:** 713-581-7410 to make a permit renewal payment or full payment for a false alarm or non-permitted penalty. Inform the customer service agent you would like to use Interactive Voice Response (IVR) system. (New permit payments are not accepted by IVR but are accepted in person at the Houston Permitting Center or by mail to the address below.)

**MAIL:** Check or money order payable to:

**City of Houston – Burglar Alarm Administration**

**P.O. Box 203887**

**Houston, TX 77216-3887**

**IN PERSON:** Bring your payment to the Houston Permitting Center, 1002 Washington Avenue, Houston, Texas 77002 (832) 394-8802.

Houston Permitting Center - Service Counter Hours are 8:00 a.m. to 4:00 p.m. Monday through Friday.

An alarm permit copy will be sent to the email address provided during the application process or by mail if an email address is not provided. To update your permit account information and view alarm incident details, visit our website and click the NEED USERNAME AND PASSWORD? button and enter the required information. Login information will be emailed to you.

Call the Burglar Alarm Administration at 713-581-7410 Monday through Friday 8:00 a.m. to 5:00 p.m. for more information.

[www.houstonburglaralarmpermits.org](http://www.houstonburglaralarmpermits.org)