



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 USERS AND APPLICANTS:

If your alarm system is configured to send a Holdup/Panic/Duress signal notification, you are required to have this type of permit. Contact your alarm system company to verify how your alarm system is designed and configured to perform to avoid violations and penalties. The system owner is ultimately responsible for knowing whether the alarm system is configured to send a burglar and/or a holdup/panic/duress alarm signal. \*REQUIRED FIELDS

PERMIT INFORMATION \*Alarm Site Type: (check one) [ ] Residential [ ] Non-Residential/Business [ ] Government Office

\*Permit Type: (check one) [ ] Burglar and Panic/Holdup/Duress (as known as Robbery) [ ] Burglar only [ ] Panic only

\*Name: \_\_\_\_\_ \*Address: \_\_\_\_\_

Building # \_\_\_\_\_ Apt. or Suite #: \_\_\_\_\_ \*City and State: \_\_\_\_\_ \*Zip Code (5 digit only): \_\_\_\_\_

\*Telephone: \_\_\_\_\_ \*Email: \_\_\_\_\_

BILLING INFORMATION [ ] 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/Holdup/Duress

\*Alarm Installed by: \_\_\_\_\_ \*Telephone Number: \_\_\_\_\_ \*License Number &Type: \_\_\_\_\_

\*Address: \_\_\_\_\_ \*City and State: \_\_\_\_\_ \* Zip Code: \_\_\_\_\_

\*Monitored by: \_\_\_\_\_ \*Telephone Number: \_\_\_\_\_ \*License Number & Type: \_\_\_\_\_

\*Address: \_\_\_\_\_ \*City and State: \_\_\_\_\_ \* Zip Code: \_\_\_\_\_

PERMIT HOLDER INFORMATION [ ] Check if information is same as permit information

\*Name: \_\_\_\_\_ \*Address: \_\_\_\_\_

\*City and State: \_\_\_\_\_ \* Zip Code \_\_\_\_\_ \*Home Telephone: \_\_\_\_\_

\*Work Telephone: \_\_\_\_\_ \*Cell Telephone: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

\*Date of Birth \_\_\_\_\_ \*Driver's License Number and State: \_\_\_\_\_ FEI Number: \_\_\_\_\_

\*Email: \_\_\_\_\_

State Sales Tax Number: \_\_\_\_\_ Corporate Charter Number: \_\_\_\_\_ Assumed Names: \_\_\_\_\_

CONTACT PERSONS Please list two (2) individuals who have agreed to respond and grant access to the alarm site within one (1) hour.

\*Contact Name of Person #1: \_\_\_\_\_

\*Home Telephone Number: \_\_\_\_\_ \*Work Telephone Number: \_\_\_\_\_

\*Mobile Telephone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

\*Contact Name of Person #2: \_\_\_\_\_

\*Home Telephone Number: \_\_\_\_\_ \*Work Telephone Number: \_\_\_\_\_

\*Mobile Telephone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

\*Signature of Applicant or Authorized Agent

\*Date

The applicant or authorized agent affirms that all the information contained herein is true and correct to the best of his/her knowledge. This application may be denied for false statements and/or non-payment of all fees and penalties owed to the City of Houston. The permit may be revoked for disciplinary reason and/or non-payment of fees owed to the City in accordance with the City of Houston Code of Ordinances, Chapter 11, Article III. A POLICE VEHICLE 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. PERMITS ARE VALID FOR ONE (1) YEAR FROM THE ISSUE DATE AND MUST BE RENEWED PRIOR TO EXPIRATION TO INSURE POLICE RESPONSE.

## 2017 FEE SCHEDULE

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

As per Houston City Ordinance, Chapter 11, Article III, if your alarm system is configured to send a Hold-Up/Panic alarm notification, you are required to have this type of permit. Please check with your alarm system company to verify how your alarm system is designed and configured to perform, in order to avoid any penalty that may be associated with a violation. If you relocate to another residence or business location or a change in ownership occurs, you must cancel your permit, and reapply for a new alarm permit. **Permits are non-transferrable.**

**RESIDENTIAL ALARM PERMIT FEE** - Permit must be renewed before permit expiration to avoid any penalty that may be associated with a violation.

- Burglar: \$39.14 each.
- Combination burglar and hold-up/panic: \$50.00.

**NON-RESIDENTIAL ALARM PERMIT FEE** - Permit must be renewed before permit expiration to avoid any penalty that may be associated with a violation.

- Burglar: \$111.82 each. \* **Administrative fee applies, see below**
- Panic/Holdup (known as robbery) \$111.82 each. \* **Administrative fee applies, see below**
- Combination burglar and panic/holdup: \$223.64. \* **Administrative fee applies, see below**

**RESIDENTIAL ALARM RESPONSE** *Burglar alarm systems without a permit are chargeable at \$111.82 per response and /or no response.*

- Three (3) free false burglar alarm calls are allowed for a residential burglar alarm permit holder per year.
- The 4th and 5th false alarms are \$50.00 each and the 6th and 7th alarms are \$75.00 each.
- Thereafter each false alarm is \$100.00 each.
- Permits are subject to revocation and no response after the 7th false alarm.

One (1) free false panic/holdup alarm call is allowed for a residential panic/holdup permit holder per year. The 2nd false alarm is \$134.18, the 3rd false alarm is \$268.37 and the 4th false alarm is \$402.55. The 5th false alarm and above are \$536.74 (each). ***Panic alarm systems without a permit are chargeable at \$295.20 per response and/or no response.***

**NON-RESIDENTIAL ALARM RESPONSE** *Non-residential burglar alarm systems without a permit are chargeable at \$223.65 per response and /or no response.*

- Three (3) free false alarm calls are allowed for a burglar alarm permit holder per year.
- The 4th and 5th false alarms are \$50.00 each and the 6th and 7th false alarms are \$75.00 each. Thereafter each false alarm is \$100.00 each.
- Permits are subject to revocation and no response after the 7th false alarm.

One (1) free false panic/holdup alarm call is allowed for a non-residential panic/holdup permit holder. The 2nd false alarm is \$268.37 and the 3rd false alarm is \$536.74. The 4th false alarm and above are \$670.94 each. ***Non-residential panic alarm systems without a permit are chargeable at \$469.65 per response and /or no response.***

### **ADMINISTRATIVE FEE \$27.95**

An administrative fee of **\$27.95** shall be collected at time of application for any license, permit or service for which the fee is greater than \$50.00. This fee is in addition to the fee for the license, permit or service and includes all renewals regardless of whether or not an application is filed.

### **PAYMENT INFORMATION (We DO NOT accept credit card payments via mail or fax)**

The City of Houston offers four payment options: online, phone, postal mail, or in-person:

1. Online at [www.houstonburglaralarmpermits.org](http://www.houstonburglaralarmpermits.org) use a credit card: Visa, MasterCard, or Discover, debit card or electronic check.
2. Call 713-581-7410 to make a payment using our Interactive Voice Response system.
3. Mail check or money order payable to:

**City of Houston – Burglar Alarm Administration  
P.O. Box 203887  
Houston, TX 77216-3887**

4. In-person payments accepted at the Houston Permitting Center, 1002 Washington Avenue, Houston, Texas 77002.  
Houston Permitting Center - Service Counter Hours are 8:00 a.m. to 4:15 p.m. Monday through Friday.

***A copy of the alarm permit will be sent to the email address provided during the application process or by postal mail if an email address was not provided. Please contact our office at 713-581-7410, if you prefer the permit to be faxed to you.***

To obtain a copy of your alarm permit, review and update my permit account information, view alarm incident details, or cancel your alarm permit, visit [www.houstonburglaralarmpermits.org](http://www.houstonburglaralarmpermits.org) and create an account. Click the NEED LOGIN AND PASSWORD button and to submit the required information. You will have access to login and manage your permit account once your login information is emailed to you.

For additional information, call the Burglar Alarm Administration at 713-581-7410 or visit [www.houstonburglaralarmpermits.org](http://www.houstonburglaralarmpermits.org) .  
Our business hours are Monday through Friday 8:00 a.m. to 5:00 p.m.