



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. Please contact your alarm company to confirm how the alarm system operates in order to purchase of the appropriate permit.

Non-Residential applicants: Alarm systems set up to operate and send a panic signal for police response are required to have a panic permit. Use storefront business name police will see upon arrival as the Name in the Permit Information section below.

Permits are valid for one (1) year from issue date. Renew your permit before expiration to avoid unwanted penalties, fees, and fines.

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 *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, 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.

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.

*Signature of Applicant or Authorized Agent

*Date

2023 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, that does not have a valid alarm permit, 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 the alarm system design and operation with your alarm company 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 – Residential Burglar

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. Changes in alarm site ownership require permit cancellation and new owner must apply for a new permit.

NON-RESIDENTIAL ALARM SITE

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

- \$125.32 - Burglar *Add administrative fee of \$31.32 to this permit type.
- \$125.32 - Panic * Add administrative fee of \$31.32 to this permit type.
- \$250.64 - Combination burglar and panic * Add administrative fee of \$31.32 to this permit type.

Non-residential relocations or changes in ownership require permit cancellation and the new owner must apply for a new permit.

ADMINISTRATIVE FEE

\$31.32 An administrative fee of **\$31.32** 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 an application is filed.

FALSE ALARM PENALTY INFORMATION

RESIDENTIAL FALSE ALARM PENALTIES

- First (3) false burglar alarms are free for a residential burglar alarm permit holder per preceding 12-month period.
- 4th and 5th false alarms are \$50.00 each and 6th and 7th alarms are \$75.00 each.
- Thereafter each false alarm is \$100.00. Permits are subject to revocation and no response after the 7th false burglar alarm.
- First (1) false panic alarm is free for a residential burglar alarm permit holder per preceding 12-month period.
- 2nd false alarm is \$140.09, 3rd false alarm is \$280.20, and 4th false alarm is \$420.29. The 5th false alarm and above are \$560.39 (each).

Non-permitted residential: burglar alarms are chargeable at \$116.75 and panic alarms are chargeable at \$308.21 per incident.

NON-RESIDENTIAL FALSE ALARM PENALTIES-

- Three (3) free false alarm are free for a non-residential burglar alarm permit holder per preceding 12-month period.
- 4th and 5th false alarms are \$50.00 each and 6th and 7th false alarms are \$75.00 each.
- Thereafter each false alarm is \$100.00. Permits are subject to revocation and no response after the 7th false burglar alarm.
- First (1) free false panic alarm is free for a non-residential panic permit holder per preceding 12-month period.
- 2nd false alarm is \$280.20, 3rd false alarm is \$560.39, and 4th false alarm and above are \$700.50 each.

Non-permitted non-residential: burglar alarms are chargeable at \$235.50 and panic alarms are chargeable at \$490.34 per incident.

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

1. Online at 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 (832) 394-8802.
Houston Permitting Center - Service Counter Hours are 8:00 a.m. to 4:00 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 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.

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