



REQUEST FOR RESIDENTIAL ALARM PERMIT TRANSFER

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 request to transfer form in writing by email, in-person, 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.
The expiration date of the permit will remain intact and not be extended.*

Date _____ Permit Number _____ Permit Holder Name _____

Permit Holder Driver's License Number _____ Permit Holder Email _____

Telephone Number

Please provide a good call back number _____

Transfer Permit FROM

Enter old street address, city and zip _____

Transfer Permit TO

Enter new street address, city and zip _____

Reason for Transfer

Explain briefly _____

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

To request your Residential alarm permit transfer, please choose a method below and follow all the steps listed to prevent any 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 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 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-permitted penalties must be paid before a permit transfer is granted.

If you need assistance or additional information, please contact the Burglar Alarm Administration at 713-581-7410 or visit: www.Houstonburglaralarmpermits.org.

City of Houston - Burglar Alarm Administration

P.O. Box 203887 Houston, Texas 77216-3887

Telephone: 713-581-7410 Fax: 281-779-4188