



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.

2018 FEE SCHEDULE

IMPORTANT NOTICE FOR RESIDENTIAL AND NON-RESIDENTIAL ALARM SITES

Per Houston City Ordinance, Chapter 11, Article III, if the Houston Emergency Center (HEC) or the police department receives an alarm notification, regardless of whether the alarm is false, from an alarm system that does not have a valid alarm permit, the alarm user/owner/operator and persons-in-control of any portion of the alarm site shall be charged a penalty for each type of alarm notification and shall be jointly and severally liable to the City for payment. To avoid any penalty associated with a violation, please contact your alarm system company and verify the design and configuration of your alarm system. If you move out of the city limits, please cancel your permit using our online process.

EFFECTIVE FEBRUARY 1, 2019, CITY OF HOUSTON WILL ISSUE ONLY ONE (1) TYPE OF RESIDENTIAL ALARM PERMIT AT \$50.00.

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

- Burglar: \$39.91 each. **Effective February 1, 2019, City will not issue this permit type.**
- Combination burglar and hold-up/panic: \$50.00.

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

- Burglar: \$114.03 each. * **Administrative fee applies, see below**
- Panic/Holdup (known as robbery) \$114.03 each. * **Administrative fee applies, see below**
- Combination burglar and panic/holdup: \$228.06 each. **Administrative fee applies, see below**

RESIDENTIAL ALARM RESPONSE

Residential Burglar alarm systems without a valid permit are chargeable at \$114.03 per alarm notification

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

Residential Panic alarm systems without a valid permit are chargeable at \$301.04 per alarm notification

- One (1) free false panic/holdup alarm call is allowed for a residential panic/holdup permit holder per permit year.
- The 2nd false alarm is \$136.83, 3rd false alarm is \$273.68, 4th false alarm is \$410.51 and the 5th false alarm and above are \$547.35 (each).

NON-RESIDENTIAL ALARM RESPONSE

Non-Residential Burglar alarm systems without a valid permit are chargeable at \$228.06 per alarm notification

- 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. Each false alarm more than 7 is \$100.00.
- Permits are subject to revocation and no response after the 7th false alarm.

Non-Residential Panic alarm systems without a valid permit are chargeable at \$478.93 per alarm notification

- One (1) free false panic/holdup alarm call is allowed for a non-residential panic/holdup permit holder.
- The 2nd false alarm is \$273.68 and the 3rd false alarm is \$547.35 The 4th false alarm and above are \$684.19 each.

ADMINISTRATIVE FEE \$28.50. An administrative fee of **\$28.50** shall be collected from the applicant 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.

PAYMENT INFORMATION *(We DO NOT accept credit card payments via mail or fax) Alarm permits are sent to the email address provided on the application or by mail if an email address was not provided. Contact our office if you prefer the permit to be faxed to you.*

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

1. Visit www.houstonburglaralarmpermits.org to use a credit card (Visa, MasterCard, or Discover), debit card or electronic check.
2. Call 713-581-7410 to be connected to the Interactive Voice Response system.
3. Mail full payment in the form of a check or money order payable to:
City of Houston – Burglar Alarm Administration
P.O. Box 203887
Houston, TX 77216-3887
4. Walk-in payments are 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 excluding City Holidays.

Please provide the permit number and expiration date to your alarm system company upon initial permit purchase and each renewal. To obtain a copy of your alarm permit and other forms, manage permit information, or cancel your alarm permit, visit www.houstonburglaralarmpermits.org. Click the NEED LOGIN AND PASSWORD button and submit the required information. Login information will be emailed to you to gain access to your permit account.

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