



# CITY OF AUSTIN ALARM PERMIT APPLICATION

COMPLETE THE PORTION OF THE APPLICATION THAT APPLIES TO YOUR REQUESTED PERMIT.  
(RESIDENTIAL OR BUSINESS) PRINT ALL INFORMATION CLEARLY AND COMPLETELY

## RESIDENTIAL APPLICATION (Fee \$30.00 Annually):

ALARM SITE ADDRESS \_\_\_\_\_  
INCLUDE SUITE OR APT # CITY STATE ZIP CODE

PERMIT HOLDER NAME \_\_\_\_\_  
LAST NAME FIRST NAME MIDDLE INITIAL

( ) ( ) ( ) DRIVER'S LICENSE / \_\_\_\_\_  
HOME PHONE # BUSINESS PHONE # CELL/PAGER # STATE NUMBER

BILLING ADDRESS \_\_\_\_\_  
(If different than alarm site) STREET ADDRESS CITY STATE ZIP CODE

E-MAIL ADDRESS \_\_\_\_\_ ALARM MONITORING COMPANY \_\_\_\_\_

## BUSINESS APPLICATION (Fee \$50.00 Annually):

BUSINESS NAME \_\_\_\_\_

ALARM SITE ADDRESS \_\_\_\_\_  
INCLUDE SUITE OR APT# CITY STATE ZIP CODE

BILLING ADDRESS \_\_\_\_\_  
(If different than alarm site)

PERMIT HOLDER NAME \_\_\_\_\_  
LAST NAME FIRST NAME MIDDLE INITIAL

( ) ( ) DRIVERS LICENSE / \_\_\_\_\_  
BUSINESS PHONE # CELL/PAGER # STATE NUMBER

E-MAIL ADDRESS \_\_\_\_\_ ALARM MONITORING COMPANY \_\_\_\_\_

The permit is renewed yearly. Renewal notices are mailed, however, it is the responsibility of the permit holder to ensure that the permit is renewed if a notice is not received. Cancellation of a permit must be made in writing and submitted to the address or fax number below. A cancellation form can be downloaded from [www.ci.austin.tx.us/police/alarmp.htm](http://www.ci.austin.tx.us/police/alarmp.htm).

I have read the completed application and know the same is true and correct and hereby agree that if a permit is issued, I will comply with all provisions of the City Code, Title VIII, Chapter 4-2, and applicable State laws. See reverse of form for overview of alarm ordinance. I accept responsibility of payment for all fees and fines that may result from the operation of the alarm serving the above alarm site address. If you have any questions, please contact the Alarm Unit between 9:00 a.m. and 3:00 p.m., Monday through Friday at (512) 974-5730, fax (512) 974-6697.

DATE \_\_\_\_\_

SIGNATURE OF PERMIT HOLDER \_\_\_\_\_

Amount Enclosed: \$ \_\_\_\_\_

MAKE CHECK OR MONEY ORDER PAYABLE TO:  
SEND PAYMENT AND APPLICATION TO:  
DO NOT SEND CASH

APD ALARM UNIT  
AUSTIN POLICE DEPARTMENT  
P. O. BOX 684279  
AUSTIN, TX 78768-4279

### FOR OFFICE USE ONLY

Date Received	Permit #	Expiration Date	Check/Money Order #	Amount Received	Rep. Initial

The City of Austin has enacted an Alarm Ordinance that affects Austin businesses and residences that own, lease or subscribe to a burglar alarm system. According to **Title 4, Chapter 4-2, City of Austin Code of Ordinances**, no person may operate, cause to be operated or allow the operation of an alarm system without first obtaining a permit from the City. In addition, no person shall fail to be in compliance with the City alarm provision and procedures; or operate an alarm system, which automatically dials the 911 Emergency Communications System.

**A PERSON WHO OPERATES AN ALARM SYSTEM MUST:**

1. Obtain an alarm permit from the APD Alarm Unit. An application must be received within 14 days from the date the system is enabled or the applicant is subject to a \$200 fine for an alarm. A separate permit is required for each alarm site. Business permits are \$50, and Residential permits are \$30. Permits are renewed every year. It is the responsibility of the permit holder to ensure that the permit is renewed if a notice is not received. Permits are not transferable and are non-refundable. A change of address or name requires the issuance of a new permit. If a business has a new PERMIT HOLDER CHANGE an updated permit application must be completed. The date of issuance will be the date the application is processed, unless false alarm calls have been responded to by the Police Department. In this case, date of issuance will be the date of the first call.
2. Maintain the premises of the alarm in a manner that ensures proper operation of the alarm system, and minimizes false alarm calls.
3. Ensure that the alarm system does not automatically dial the 911 Emergency Communications System. Also, the alarm should not sound for more than 15 minutes after being activated, and should automatically reset before transmitting another signal.
4. Respond or cause a representative to respond within one hour when notified by the Police Department to provide access to the premises, provide security for the premises, or inactivate or repair a malfunctioning alarm system.
5. Not activate an alarm system for any reason other than the occurrence of an event that the alarm system was intended to report. A Hold-up, Panic, or Hostage device should only be activated in a life-threatening situation. Permit holders should instruct all users of the alarm on its operation and when the alarm should be used.

A person who violates any of the above requirements may be cited to court for the violation.

**FEES:**

**Burglary Alarm:**

The 1<sup>st</sup> three false alarms within 12 month continuous period are free.  
4-5 false alarms the fee is \$50.00 each call  
6-7 false alarms the fee is \$75.00 each call  
8 + false alarms the fee is \$100.00 each call

**Robbery/Panic Alarm:**

The 1<sup>st</sup> two false alarms within 12 month continuous period are free.  
3 + false alarms the fee is \$100.00 each call

**Late Payment:** The late penalty payment fee is \$5.00 each month

**Non-Permitted:** If the Alarm site is not permitted, a \$200 fee will be charged for each response to an alarm.

**A PERMIT CAN BE REVOKED FOR:**

1. Failing to maintain the alarm system in a manner that minimizes false alarm notifications or ensures proper operation of the alarm system.
2. Any false statement, oral or written, made in the permit application or in connection with the permit application.

When a permit has been revoked, the permit holder cannot obtain an alarm permit for another location.

For further information, please contact the Alarm Unit at 974-5730, Monday through Friday, between 9:00 a.m. and 3:00 p.m.