

SAN ANTONIO POLICE DEPARTMENT ALARM PERMIT APPLICATION (For Single Alarm System)

**Permit Fee: \$25.00 per Residential System
\$50.00 per Commercial System
No Fee for Government Agencies**

Mail to: **San Antonio Police Department
Alarms Investigation Office
P.O. Box 839948
San Antonio, TX 78283-3948**

Phone: (210) 207-8282 Fax (210) 207-4349 TTY (210) 207-4889 (4TTY)

List any known hazards police officers or firefighters may encounter at alarm site, such as explosives, dangerous chemicals, razor/barbed wire. _____ _____

Please Read Instructions on Reverse Before Filling Out Application, then complete and send to the address above. **Please print clearly or type.** Permit is valid for one year from date issued.

1. Applicant - the San Antonio Police Department must have the name, driver's license, home address and telephone number of the **person** who will be responsible for the alarm system. **Driver's License number is for identifying Permit Holder Applicants with similar names. A COMPANY NAME IS NOT ACCEPTABLE!**
2. Signature of the Permit Holder Applicant must be the signature of the person listed as Permit Holder.
3. Please include all ZIP plus four codes and telephone area codes.
4. Application **MUST** include a check or money order payable to the City of San Antonio Alarms Office.
5. No Credit Cards are currently being accepted.

Permit Number
 Issued by
 Expiration Date
 Date Issued
 FOR OFFICE USE ONLY

Type of Alarm	<input type="checkbox"/> Burglary	<input type="checkbox"/> Robbery	<input type="checkbox"/> Fire	<input type="checkbox"/> Medical/Distress
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Type of location where system is used (check one only)		
<input type="checkbox"/> Residential (\$25.00)	<input type="checkbox"/> Commercial (\$50.00)	<input type="checkbox"/> Governmental (No Fee)

Alarm Company Name	Company Name (if Commercial)	Office Name (if Governmental)
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Permit Holder's name (Last, First, Middle Initial)	Job Title (If Commercial)
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Driver's license (State and number)	Day phone number	Night phone number
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Home address (include apt., bldg. or unit number)	City, State, ZIP +4
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Address where alarm will be located (include apt., bldg. or unit)	Zip Code
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Address where permit is to be mailed	City, State, Zip +4
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Permit Type: (check one only) New Permit Renewal Information Change (No Charge)

Permit Number if Renewal or Information Change: _____ Old Alarm Location: _____

Is alarm location in a gated community? Yes No Gate Code: _____

Names and phone numbers of two persons SAPD can contact in an emergency, if we are unable to contact the Permit Holder. **(This information is essential)**

Name	Day Phone Number	Night Phone Number
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Name	Day Phone Number	Night Phone Number
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Submit a separate application and fee for each alarm system.

I have carefully read the completed application and know it to be true and correct. I accept responsibility for the payment of all fees and fines that may result from the operation of the alarm system described above. Alarm permit must be kept at alarm site.

Signature of Applicant/Permit Holder (Required)

Date

CONFIDENTIALITY

Section 25-57(i) of the City Code states: "The police and fire departments shall protect all information on an application as confidential information..."

INSTRUCTIONS FOR COMPLETING APPLICATION

Please print clearly or type.

The permit holder must be an individual. **Company names are not acceptable.**

Please include apartment numbers, complete zip codes (zip plus four), and telephone area codes.

Driver's License number is for identifying Permit Holder Applicants with similar names.

Two additional contact persons are required in the event the permit holder cannot be contacted.

PERMIT FEES

Section 25-58 of the City Code of the City of San Antonio establishes the following fees for permits:

<u>TYPE OF PERMIT</u>	<u>NEW</u>	<u>RENEWAL</u>
RESIDENTIAL	\$25	\$25
COMMERCIAL	\$50	\$50
GOVERNMENT	NO FEE	NO FEE
GATED DEVELOPMENT	\$50	NO FEE (THIS PERTAINS TO GATE OPERATORS ONLY AND NOT TO RESIDENTS)

All permits are valid for **one (1) year** from the date of issue. Renewal notices are mailed to permit holders 30 days prior to the permit expiration date.

FALSE ALARM FEES

Section 25-57 and 25-66(a) of the City Code of the City of San Antonio establishes the following fees for false alarms. **Fees must be paid before a permit can be issued/renewed.**

NO PERMIT: \$25.00 for each un-permitted alarm activation.

BURGLARY: There is no service fee for the first three false alarms. A \$50 service fee for the 4th & 5th false alarms, \$75 for the 6th & 7th false alarms, and \$100 for the 8th and successive false alarms within 12-month permit cycle.

ROBBERY: There is no service fee for the first false alarm.
(Includes panic \$100 for the 2nd and 3rd false alarms.
and duress alarms) \$250 for the 4th and successive false alarms within 12-month permit cycle.

FIRE: There is no service fee for the first three false alarms.
\$50 for the 4th false alarm.
\$100 for the 5th and successive false alarms within the 12-month permit cycle.

ADDITIONAL INFORMATION

Failure to have a valid alarm permit can result in fines from \$300-\$500 for each false alarm.

Alarm sites with local alarm systems (non-monitored) are required to have a valid alarm system permit.

It is the responsibility of the permit holder to provide the permit number to their alarm and/or monitoring company.

If you have any questions, please call the San Antonio Police Department Alarms Investigation Office at (210) 207-8282. Business hours are from 7:45 a.m. - 4:30 p.m., Monday through Friday. We are closed on official holidays.

Mailing address:
San Antonio Police Department
Alarms Investigation Office
P.O. Box 839948
San Antonio, TX 78283-3948

Other Info: Phone: (210) 207-8282
Fax: (210) 207-4349
TTY: (210) 207-4889 (4TTY)
Physical Location: 214 W. Nueva Street
Web Site: <http://www.sanantonio.gov/sapd>