

# Alarm System User Permit Application

City of Jackson Alarm Program  
P.O. Box 2587, Jackson, TN 38302

This application is for a (check one):

☐

Business

☐

Residence

Please print legibly and use black ink

Boxes indicated with an \* are required fields. Incomplete or illegible applications cannot be processed.

## 1. Alarm User information (Alarm Location)

\* Last Name

\* First Name

\* Middle Initial

\* If a business location, provide Business Trade Name and Corporate Ownership information

\* Street Number

Street Name

Email Address

\* Apt/Suite #

\* City/Town

\* State

\* Zip Code

\* Home Phone

\* Work Phone

\* Cell Phone

## 2. Mailing Address (if different from the Alarm Location)

Street Number

Street Name

Apt/Suite #

City/Town

State

Zip Code

## 3. List two (2) people to contact in the event of an alarm (who can respond within 30 minutes)

\* Last Name # 1

\* First Name

\* Home Phone

\* Work Phone

\* Cell Phone / Pager Number

\* Last Name # 2

\* First Name

\* Home Phone

\* Work Phone

\* Cell Phone / Pager Number

## 4. Alarm Company Information

\* Company Name

\* Phone Number

License #

**5. Monitoring Company Information (If different from Alarm Company)**

\* Company Name

\* Phone Number

License #

**6. Special Conditions at location (i.e., watch dog, disabled persons, hazardous materials, etc.)**

**Please complete this form and return it immediately.**

**Mail to: City of Jackson, Attn: Alarm Coordinator, P.O. Box 2587, Jackson, TN 38302**

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If you have an alarm system in the City of Jackson, it must be registered. Automobile alarms are excluded. If police or fire personnel respond to an unregistered alarm, the owner may be fined. No registration fee is required if registration is completed by March 5, 2013. The first two (2) false alarms at a registered site are FREE within an annual permit period. Users will be fined \$25 and assessed all applicable costs for the third (3<sup>rd</sup>) and subsequent false alarms. If fines and costs are not paid within 30 days of the date of the invoice, the City of Jackson will pursue any and all collection efforts allowed by law.

**SOME THINGS YOU SHOULD KNOW**

- Complete and submit the application above; failure to do so may result in a fine.
- Alarm permits are not transferable.
- Changes in permit information must be submitted in writing within 30 days.
- Audible alarms that sound for more than 15 minutes may result in a fine.

**AVOIDING FINES**

Most alarms can be easily prevented by following these guidelines:

- Make sure all alarm users and key holders are trained to use the system, and know the code to arm and disarm the system, including how to cancel a false alarm.
- Be sure doors and windows are properly closed and locked before arming the system. Unsecured doors and windows are easily jarred, resulting in false alarms.
- Be sure motion sensors are adjusted correctly, especially if you have pets.
- Have an arming delay of at least 60 seconds and arrange with your alarm company NOT to call the police if the system goes off immediately after it has been armed. Frequently, people take too long to exit the premises, or set the system off by re-entering.
- If your alarm system is easily set off by thunderstorms or power outages, have it repaired or adjusted.
- Periodically check the batteries and test your alarm system.
- Read and follow the instructions in your operator's manual.
- Violations for failure to register; and violations for installing, maintaining, or using an audible system with a continual sound for more than 15 minutes may be enforced through the assessment of civil penalties.

Call (731) 425-8400 or contact your alarm company, if you have any questions.