



San Antonio Police Department Alarms Investigations Office



ALARM PERMIT APPLICATION FOR POLICE & FIRE ALARM (For a Single Alarm System)

Mail: San Antonio Police Department
Alarms Investigations Office
315 S. Santa Rosa St.
San Antonio, TX 78207

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

Expiration Date

Issued by

Permit Number

Date Issued

FOR OFFICE USE ONLY

- Please READ all Instructions and fill out form completely.
Print or type. Permit is valid for one year from date issued.

Applicant - The San Antonio Police Department requires the name, date of birth, driver's license number, home address and telephone number of the person who will be responsible for the alarm system and listed as the Permit Holder. A COMPANY NAME IS NOT ACCEPTABLE!

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

- Signature of the Permit Holder Applicant must be the signature of the person listed as Permit Holder.
Please include ZIP CODE plus extended zip code and telephone area codes.
Application MUST include a check or money order payable to The City of San Antonio Alarms Office. A credit card payment can be processed over the phone.
Payment is expected within 30 days. After this time, false alarms at locations with no/expired permits will be processed as alarm code violations. All returned checks are subject to a \$30 return check fee.

Form with fields for: Type of Alarm (Burglary, Robbery, Fire, Medical/Distress), Type of location where system is used (Residential, Residential Senior, Residential Exemption, Commercial, Governmental), Alarm Monitoring Company, Business Name/Office Name, Permit Holder's Name/Responsible Party, Position, Driver's License, Daytime phone number, Evening phone number, Permit Holders Home Address, Address where alarm will be located, Billing/Mailing Address, Permit Type (New Permit, Renewal, Information Update), Permit Number if Renewal or Information Update, Old Alarm Location, Is alarm location in a gated community?, Names and phone numbers of two persons SAPD can contact in an emergency.

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..." We do not sell or give out any personal information.

**ALARM PERMIT FEES**

Section 25-57(b) of the City Code of the City of San Antonio establishes the following fees for permits: All fees and fines are non-refundable. All returned checks are subject to a \$30 returned check fee.

<u>TYPE OF PERMIT</u>	<u>NEW</u>	<u>RENEWAL</u>	<u>Alarm Ordinance Site</u> : <a href="http://www.municode.com/Library/tx/San_Antonio">www.municode.com/Library/tx/San_Antonio</a>
RESIDENTIAL REGULAR	\$40	\$40	Chapter 25 Art IV
RESIDENTIAL SENIOR-OV65**	\$30	\$30	**Sec 25-57 (b2)
RESIDENTIAL EXEMPTION*	No Fee	No Fee	(Certification Form must accompany Alarm Permit Application for exemption of permit fee)* Sec 25-56(s)
COMMERCIAL	\$100	\$100	
GOVERNMENT	No Fee	No Fee	
GATED COMMUNITY	\$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. **Sec. 25-58. - Permit duration; renewal and inspection.**

It is the alarm system user's responsibility to renew their Alarm Permit yearly.

**FALSE ALARM FEES**

Section 25-57(k) 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 or renewal of permit issued. Sec. 25.57 (h)**

We accept Check/Money Orders Only

<b>NO PERMIT FEE:</b>	\$ 75.00	for each Un-permitted Burglar/Robbery Alarm Activation Residential
	\$ 125.00	for each Un-permitted Burglar/Robbery Alarm Activation Commercial
	\$ 125.00	for each Un-permitted Fire Alarm Activation. Residential & Commercial
<b>BURGLARY:</b>	\$ 0.00	There is no service fee for the first three (3) false burglar alarms
	\$ 50.00	4th & 5th false alarm
	\$ 75.00	6th & 7th false alarm
	\$ 100.00	8th and successive false alarms within 12-month permit cycle
<b>ROBBERY:</b>	\$ 0.00	There is no service fee for the first (1 <sup>st</sup> ) false alarm.
(Includes Hold-up, panic and silent duress alarms)	\$ 200.00	2 <sup>nd</sup> false alarm,
	\$ 300.00	3rd false alarms
	\$ 400.00	4th false alarm
	\$ 500.00	5th and successive false alarms within 12-month permit cycle
<b>FIRE:</b>	\$ 0.00	There is no service fee for the first false alarm.
	\$ 125.00	2nd, 3rd, & 4th false alarm activations
	\$ 250.00	5th, 6th, 7th, 8th, 9th, & 10th
	\$ 500.00	10th and successive false alarms within the 12-month permit cycle
<b>Prior to the arrival of Fire Department personnel, if a false fire, smoke, or heat alarm notification is cancelled, the holder of an alarm permit shall pay, instead, a service fee as follows:</b>		
	\$ 50.00	for the 2 <sup>nd</sup> , 3 <sup>rd</sup> , & 4 <sup>th</sup> , false alarm activations,
	\$ 125.00	5 <sup>th</sup> , 6 <sup>th</sup> , 7 <sup>th</sup> , 8 <sup>th</sup> , 9 <sup>th</sup> , & 10 <sup>th</sup> , false alarm activations
	\$ 250.00	10 <sup>th</sup> and successive false alarms within the 12-month permit cycle.



**Chapter 25, Article IV**

Sec 25-56 (s) of the City Ordinance states: victim means a person who is the subject of an offense under Texas: (1) Family Code, sections 71.004 (Family Violence) or 261.001 (1) (Child Abuse); or (2) Penal Code, sections 22.011 (sexual Assault), 22.021 (Aggravated Sexual Assault or 42.042 Stalking

Sec 25-57 of the City Ordinance states - Permit required; fee; application; transferability; false statements. (a) No person shall operate or cause to be operated an alarm system without an alarm permit issued by the chief A separate permit is required for each fire or burglary alarm system on each alarm site. (b) The following annual fees, which are non-refundable shall be charged for the issuance and renewal of each permit: 1 \$40 for residential alarm site; 2 \$30 for an alarm site which is the residence of one or more persons who is 65 years old or older; 3 The fee for a permit shall be waived for a residential alarm site at which a resident provides certification notice, on a form developed by the chief, that the resident has been a victim as defined in section 25-56 (s) 4 \$100 for a commercial alarm site (c) Upon receipt of a completed application form and the required fee, the chief shall issue an alarm permit to an applicant unless the applicant has failed to pay a service fee assessed under section 25-66

**Residential Exemption - Alarm Permit Fee Waiver Approval Process (effective 1 October 2015):**

RESIDENTIAL EXEMPTION (NO FEE for alarm Permit nor annual Renewal)

A Certification Letter must be completed and signed by a representative of one (1) of the official agencies listed below and submitted with a completed Alarm Permit Application Form. Both are available at the Public Safety Headquarters and the SAPD Website as referenced on page 1.

- Law enforcement personnel (Specify Division)
  - Office of a State District or County Attorney (Specify Division)
  - Office of the Attorney General (State)
  - Victim Advocacy Organization (Agency Name)
- A signature, title and contact phone number are required by official agent.

**Residential Senior – Alarm Permit Fee Approval Process (effective 1 October 2015):**

RESIDENTIAL SENIOR 65 years old, or older annual alarm permit fee (\$30.00)

Eligibility can be accomplished by checking the appropriate box and providing your Driver's License number, date of birth or other state/federal identification that includes a date of birth and signing the completed Alarm Permit Application Form.

**Failure to have a valid alarm permit can result in fines from \$300-\$500 for each false alarm and/or charges filed against the alarm user in Municipal Court.**

Alarm sites with local alarm systems (non-monitored) are still 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 between 7:45A – 4:30P, Monday through Friday. Walk in business hours are from 7:45A – 4:30P, Monday through Friday. We are closed on official City holidays. A payment drop box is available in the PSHQ lobby for your convenience.