



# City of Dallas Alarm Permit Application For Burglar and/or Holdup/Panic/Duress Alarm Systems

**Please  
Print**  
The application  
will be returned  
if not filled out  
completely.

**NEW, RENEWAL AND REINSTATEMENT PERMIT FEE SCHEDULE:**

\$50 for Residential Alarm Site, Residential Unit in Apartment Complex, Apartment Complex Master Permit, or Apartment Complex Nonresidential Areas (For example: office, gym, equipment room, common areas, etc.)  
\$100 for Commercial Alarm Site

**ALARM SITE INFORMATION** (For businesses in shopping centers, use the street address, **NOT the name of the shopping center**. Also, if the alarm site is known by multiple street addresses, provide a list of all of the addresses with this application).

\_\_\_\_\_  
Name of Resident or Business Name (D.B.A.) at Alarm Location

- Residential Alarm Site
- Residential Unit in Apartment Complex
- Apartment Complex Master Permit
- Apartment Complex Nonresidential Areas
- Commercial Alarm Site

Street # (N, S, E, W)      Street Name      St. Designation (St., Ln., Blvd.)      Suite/Apt. #      Zip Code

**ALARM SYSTEM INFORMATION**

- Burglar Alarm       Holdup/Panic/Duress Alarm       Combination

**TYPE OF APPLICATION**

- New Permit       Renewal       Reinstatement  
 Update Information (no fee)

\_\_\_\_\_  
Date of Occupancy

**PERMIT HOLDER INFORMATION:** (Person who is **locally** responsible for responding to alarms and giving access to the alarm site and who is responsible for proper maintenance and operation of the alarm system and payment of fees.) The permit cannot be issued without **ALL** of the following information.

\_\_\_\_\_  
Permit Holder's Driver's License # or Government-Issued Photo ID # and State of Issuance      Social Security #

\_\_\_\_\_  
Permit Holder's Last Name      First Name      Middle Initial

Residential or Business Physical Address Where Permit Holder May Be Contacted (Must Be Different From Alarm Site Address)

\_\_\_\_\_  
Street #    Street Name      City    State    Zip Code      Home Phone #      Business Phone #

E-mail \_\_\_\_\_ Cell Phone # \_\_\_\_\_

**Mailing Address:** (If different from addresses listed above)

\_\_\_\_\_  
Street #    Street Name      City    State    Zip Code

**SECONDARY CONTACT PERSON INFORMATION** (Another person who is able to respond to alarms to give access to the alarm site.)

\_\_\_\_\_  
Last Name      First Name      Home Phone #      Business Phone #

**NAME OF ALARM COMPANY** \_\_\_\_\_ **ALARM COMPANY STATE LICENSE #** \_\_\_\_\_

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 Article I, Chapter 15C of the Dallas City Code and applicable State Laws. I accept responsibility for payment of all fees and fines that may result from the operation of the alarm system servicing the above premises. I have read the information provided on the back of this application.

**DATE:** \_\_\_\_\_ **SIGNATURE OF PERMIT HOLDER:** \_\_\_\_\_

Mail completed application and permit fee to:  
City of Dallas  
Security Alarms  
P.O. Box 139076  
Dallas, TX 75313-9076

**THE CHIEF SHALL REFUSE POLICE RESPONSE TO ANY BURGLAR ALARM NOTIFICATION FROM AN ALARM SITE THAT DOES NOT HAVE A VALID ALARM PERMIT. [Section 15C-2(b), Dallas City Code.]**

**To receive your alarm permit number immediately, bring the completed permit application and permit fee to the  
Special Collections Division, 1500 Marilla Street, Room 2DS, Monday - Friday, excluding holidays.  
For additional information or assistance in completing this application, please call the Special Collections at (214) 670-3438.**

**HAVE YOU ENCLOSED YOUR PAYMENT?**

***Prevent False Alarms!!!***  
**You Will Be Charged a Service Fee For Police  
Response to Each Excessive False Alarm.**

False alarms prevent police from attending to real emergencies and waste our valuable police resources as well as erode the effectiveness of alarm systems. Resolving and preventing false alarms is a joint responsibility of the alarm user and the alarm company. Identify the cause of every false alarm and contact your alarm company for alarm system maintenance and/or additional training in how to properly use the alarm system.

**The alarm company that has a contract with you is required by Dallas City Code to train you in the proper use of the alarm system as well as provide you with a complete set of written operating instructions for the alarm system. The company is also required to provide you with guidelines on how to avoid false alarms. If your alarm company has not complied with these requirements, please telephone them immediately.**

**GENERAL INFORMATION:**

**THE CHIEF SHALL REFUSE POLICE RESPONSE TO ANY BURGLAR ALARM NOTIFICATION FROM AN ALARM SITE THAT DOES NOT HAVE A VALID ALARM PERMIT. [Section 15C-2(b), Dallas City Code.]**

An alarm permit will be revoked if:

1. False information is submitted on the permit application.
2. Permit holder fails to make timely payment for a service fee.
3. Eight or more false alarm notifications within a twelve month period.

An alarm permit renewal notice will be mailed to you thirty days prior to the expiration date. If you move, you must inform our office immediately so your permit can be canceled. An alarm permit cannot be transferred to another person or different address. A permit holder shall inform the police department of any change that alters any information listed on the permit application within two business days. A service fee is assessed for each false burglar alarm notification in excess of three within a 12-month period and for each false holdup, panic, or duress alarm notification within a 12-month period. The issuance, renewal, or reinstatement of an alarm permit does not affect the calculation of false alarm notifications within a 12-month period.

An alarm notification is designated as false when the responding officers do not find evidence of a criminal offense or attempted criminal offense.

**ALARM PERMIT HOLDER RESPONSIBILITIES:**

1. Maintain premises containing an alarm system in a manner that ensures proper operation of the alarm system.
2. Maintain the alarm system in a manner that will minimize false alarm notifications.
3. Respond or cause a representative to respond within 45 minutes when notified by the city to repair or deactivate a malfunctioning alarm system, to provide access to the premises, or to provide security for the premises.
4. Not intentionally activate an alarm for a reason other than an occurrence of an event that the alarm system was intended to report.
5. Adjust the mechanism or cause the mechanism to be adjusted so that an alarm signal will sound for no longer than 10 minutes after being activated.

**A PERSON WHO VIOLATES A PROVISION OF THIS ARTICLE IS GUILTY OF A SEPARATE OFFENSE FOR EACH DAY OR PORTION OF A DAY DURING WHICH THE VIOLATION IS COMMITTED, CONTINUED, OR PERMITTED. EACH OFFENSE IS PUNISHABLE BY A FINE OF NOT MORE THAN \$500 AND NOT LESS THAN: (1) \$200 FOR THE FIRST CONVICTION; AND (2) \$250 FOR THE SECOND AND EACH SUBSEQUENT CONVICTION. [Section 15C-16(b), Dallas City Code.]**