

S.O.P. 2.09.01-001

11/08/00

City of Richardson
ALARM PERMIT APPLICATION
\$20.00 Annual Fee

Office Use Only

PERMIT NO.	ISSUE DATE:	EXPIRATION DATE:
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Mail to: City of Richardson () New Permit
 Post Office Box 831907 () Renewal
 Richardson, TX 75083-1907 () Cancel
 () Data Change

PLEASE PRINT:

NAME (Business/Resident) _____ PHONE: () _____

ALARM SITE ADDRESS _____ ZIP _____

BILLING ADDRESS (If different) _____ ZIP _____

ALARM SITE: () Residential () Commercial SITE PHONE: () _____

ALARM TYPE: () Burglary () Panic () Robbery

HOW P.D. NOTIFIED: () Alarm Co Notification () Audible Only (Non-Monitored) () Panel Alarm
 Financial Institutions Only

ALARM INSTALLED BY: _____ PHONE: () _____

MONITORED BY: _____ PHONE: () _____

PET INFORMATION:		
Please circle type: Dog Cat Other _____	() Inside	() Outside
<u>Comments:</u>		

SPECIAL MEDICAL CONCERNS: _____

PERMIT HOLDER RESPONSIBLE FOR ALARM:

Name _____ D.O.B. ___/___/___ DL# _____

Address _____ City _____ State _____ Zip _____

Home Phone: _____ Work Phone: _____

CONTACT PERSONS: (Name, Home & Work Phone Numbers) Minimum: 2 persons *

*** Must have access to premises with key and/or alarm code – 30 minute MAXIMUM response time**

NAME	HOME PHONE #	WORK PHONE #
	()	()
	()	()
	()	()

I have carefully read the completed application and know the same to be true and correct. I hereby agree that if a permit is issued, I will comply with all provisions of City of Richardson Ordinance #2883-A and state laws. I understand that I will be responsible for payment of all fees and charges and any civil action which may arise from the operation of this alarm system.

PERMIT HOLDERS SIGNATURE _____ DATE: _____

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INSTRUCTIONS FOR ALARM USERS

The Richardson City Council passed Ordinance #2883-A on June 18, 1992. This ordinance concerns the regulation of alarm systems within the City.

PERMITS

1. Permit fees are \$20.00 per site per year for both commercial and residential alarms.
2. Initial permits issued will expire on the last day of the month in which issued. Renewals will be for a period of one (1) year.
3. It is the responsibility of the permit holder to apply for renewal on or before the 15th day of the month of expiration.
4. Failure to secure a permit from the City for an active alarm system may result in fines up to \$500.00 for each offense; and each and every day such violation continues shall constitute a separate offense.

RESPONSIBILITIES OF ALARM USERS

The permit holder, to whom the permit is issued, is responsible for compliance with the regulations of the alarm ordinance.

The permit holder must ensure that:

1. An identification sticker (provided by the City) shall be displayed at the main entrance of the structure, visible from the exterior.
2. The alarm mechanism will be adjusted to suppress false indications of force so that the alarm system will not be activated due to:
 - a. Transient pressure change in water pipes
 - b. Flashes of light
 - c. Wind noise caused by rattling and vibrating windows or doors
 - d. Vehicular noise
 - e. Electrical power fluctuations
 - f. Other forces unrelated to an actual emergency
3. The permit holder is responsible for all false activations due to faulty equipment.
4. An authorized person responds to the site of the alarm within 30 minutes if requested to do so by the Police Department.
5. The alarm system will be adjusted to allow a sound total of no longer than 30 minutes of sound after activation.
6. The alarm must not be manually activated for any reason other than the occurrence of the event that the system was intended to report (i.e. activating a robbery or panic alarm for any reason less than life threatening situation.)
7. Property is properly secured to prevent birds, animals, rats, rodents, and other animals from entering the premises and activating the alarm system.

VIOLATIONS

1. A person who operates an alarm system without a permit is in violation of the City Ordinance and is subject to citation resulting in fines up to \$500.00 for each offense.
2. A person who operates an alarm system with a permit (permit holder) may be cited to Municipal Court for violation of the following:
 - a. Allowing an audible alarm to sound for more than 30 minutes.
 - b. Failing to have a manual reset system.
 - c. Operating an alarm system while permit is under suspension.
A permit may be suspended for:
 1. False statement in the application.
 2. Violation of any of the sections dealing with the responsibilities of the alarm user.
 3. Failure to keep information current on alarm applications.
 4. Failure to respond to an alarm within 30 minutes when required to do so by the Police Department.
 5. More than ten (10) false burglary alarms, or more than five (5) false robbery or other manually activated alarms, or a combination of more than ten (10) false alarms of any type, at the same location within any twelve (12) month period.

SERVICE FEES

1. The alarm ordinance allows the alarm user five (5) "free" false **BURGLARY** alarms per alarm site per the preceding twelve (12) month period. Service fees are as follows:

0-05 false alarms:	FREE
6-10 false alarms:	\$50.00 per occurrence
11 false alarms:	Suspension - \$100.00 Reinstatement Fee
2. After the first false manually activated alarm (PANIC OR ROBBERY), permit holders will be charged \$100 for any additional alarms of such type.
3. Suspension of an alarm permit will remain in effect until the permit holder demonstrates that the alarm system can be properly operated. The permit holder shall pay all outstanding charges and a \$100 reinstatement fee. They will also be required to attend an Alarm Awareness Class.

INSTRUCTIONS FOR COMPLETING ALARM PERMIT APPLICATIONS

1. "Permit Holder" should be the person charged with the responsibility of maintaining the premises and the operation of the alarm system. This person will also be held financially responsible should service fees or fines be assessed. For a residential alarm, the "Permit Holder" could be the head of the household or any responsible adult. For a business alarm, the "Permit Holder" could be the owner, manager, security director, building manager, or anyone else designated by the owner.
2. "Contact Person" - The first person in this category should be the person most readily available to answer the alarm, should the police department require someone. This person must have access to the building and the alarm, be prepared to inactivate or repair any malfunctioning alarm, or provide security to the building. For the homeowner, this should be a close neighbor, friend, or relative - or the alarm company representative if the alarm company is willing to send someone with those qualifications. The person designated must be able to reach the location within 30 minutes if required by the Police Department.
3. The second person on "Contact Persons" should meet the same requirements as the first. He/She will be contacted should #1 not be available. A third person is desirable, but not mandatory. There must be a MINIMUM OF TWO persons listed on the permit application.
4. The alarm permit CANNOT be transferred to another person or business.
5. A permit holder must inform the Police Department of any changes on the application within ten (10) working days. No fee is charged for updates.
6. The person responsible for the maintenance of the alarm must be the permit holder. A 24-hour number must be included.
7. Make all checks for permits payable to "City of Richardson".
ALL INFORMATION PROVIDED TO THE CITY OF RICHARDSON ON ALARM PERMIT APPLICATIONS IS CONFIDENTIAL INFORMATION AND IS NOT AVAILABLE TO ANY OTHER AGENCY OR INDIVIDUAL.

Return BOTH copies of the PERMIT APPLICATION. The yellow copy of the permit application plus an alarm sticker will be mailed to you after the permit has been issued.

Mail application and check to:
City of Richardson
Post Office Box 831907
Richardson, TX 75083-1907