



# CITY OF CONROE

## FOR OFFICE USE ONLY

Burglar Permit # _____	Account # _____
Hold Up Permit # _____	Account # _____
Date Issued _____	

**\*\*\*Read and complete both sides of this application. Your signature is required on the back. Also include date of birth on all persons listed on this application. Please include first, middle and last names of all contact persons listed.\*\*\***

**Alarm Location** \_\_\_\_\_  
Street No. Street Name Apt/Suite No. Zip Code

**Resident's Name (if applicable):** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Last Name First Name Middle Name Date of Birth Phone No.

**Business Name (if applicable):** \_\_\_\_\_ / \_\_\_\_\_  
Phone No.

**Billing Address (if different from above)** \_\_\_\_\_  
Address Zip Code

**\*\*List two (2) individuals who have agreed to respond and grant access to the alarm site within thirty (30) minutes.\*\***

**Name:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Last Name First Name Middle Name Date of Birth Phone No.

**Name:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Last Name First Name Middle Name Date of Birth Phone No.

**Alarm Company:** \_\_\_\_\_ / \_\_\_\_\_  
Phone No.

**Please check the alarm permit(s) needed.**

- Residential Alarm \*\*\*\*\* Annual Fee \$20.00**
- Non-Residential Burglar Alarm Only \*\*\*\*\* Annual Fee \$30.00**
- Non-Residential Hold-Up Alarm Only \*\*(Fee is waived if a valid Burglar Permit is on file)\*\* Annual Fee \$30.00**
- Non-Residential Burglar & Hold Up Alarm \*\*\*\*\* Annual Fee \$30.00**
- Government Operated Premises (please mark above which permits are needed)\*\*\*\*\* No Annual Fee Required**

**ADDITIONAL PERMIT INFORMATION IS PROVIDED ON REVERSE SIDE OF THIS FORM.**

**Fine Structure**

Burglar Alarm Non-Permitted Location: One (1) alarm call at no charge with warning to have alarm permitted. All success alarm calls subject to citation and fine up to \$500.00 per alarm call.

Hold-Up Alarm Non-Permitted Location: One (1) alarm call at no charge with warning to have alarm permitted. All success alarm calls will have a fee of \$50.00 per alarm call.

Permitted Locations: The first five (5) false alarm calls are at no charge. The second five (5) alarm calls are \$50.00 per false alarm call. Permit subject to revocation after the tenth (10) false alarm call.

Sec. 22 – 33. Permit required.

- (a) It shall be unlawful for any person to operate, cause to be operated or permit the operation of an alarm system upon property or premises under his control unless a current permit has been issued by the city for such system.
- (e) The police department will respond only once to an alarm that has no permit on file with the city according to the provisions contained in this article, except that the police department will respond to hold-up alarms even if no permit is on file. After the initial response, the alarm system owner will be given notice of the requirement for an alarm system permit.

A false alarm is defined by the city ordinance as “the activation of an alarm system which is not the result of an emergency or threat of emergency for which the alarm was designed to give notice and for which the responding police officer finds no evidence of any criminal activity. The term “false alarm” shall include activation of an alarm system through mechanical or electrical failure, malfunction, improper installation or the negligence of the owner or lessee of an alarm system or of their employees or agents.”

**Enclose check or credit card information with application.**

Make checks payable to: City of Conroe

To pay by credit card please provide the following information:

Name on credit card: _____		
Credit card number: _____	Expiration Date: ____/____	

Mail to: City of Conroe  
Utility Billing Department/Alarms Division  
P.O. Box 3066  
Conroe, TX 77305-3066

**\*\*\*Note: If an alarm company monitors your alarm system, you must notify them of your permit numbers when received from the City of Conroe.**

Each permit issued is valid for a twelve (12) month period from the date of issuance as stated on the permit unless such permit shall be earlier suspended or revoked.

Permits are non-transferable and non-refundable.

Signature of responsible party: \_\_\_\_\_ Date: \_\_\_\_\_

Printed name of responsible party: \_\_\_\_\_

Drivers License Number: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

It is the permit holder’s responsibility to advise the Utility Billing Department of any changes made to your account, such as cancellation of alarm or any key holder information. Any and all changes will need to be made in writing.