

City of Houston  
Administration and Regulatory Affairs  
Burglar Alarm Administration  
P.O. Box 1562, 611 Walker, 5th Floor  
Houston, Texas 77002  
T 713-837-9850  
F 713-837-9861



Permit # \_\_\_\_\_  
Official Use Only

## ALARM PERMIT APPLICATION

Applicant's Name: \_\_\_\_\_  
(type or print) (Last, First, MI)

Applicant's Telephone No.: \_\_\_\_\_  
( ) ( )  
(area code) (home number) (area code) (work number)

Address of Alarm: \_\_\_\_\_  
(street address and apartment or suite no.)

\_\_\_\_\_  
(city, state, and zip code)

Business Name: \_\_\_\_\_ Telephone No. ( ) \_\_\_\_\_

Owner Address \_\_\_\_\_  
(street address and apartment or suite no.)

\_\_\_\_\_  
(city, state, and zip code)

Mailing Address (if different): \_\_\_\_\_  
(street address and apartment or suite no.)

\_\_\_\_\_  
(city, state, and zip code)

TYPE OF ALARM SITE:  Residence  Non-Residence/business  Government Office  
(check applicable)

TYPE OF ALARM:  Burglar  Hold-up/panic  
(check applicable)

Applicant's Driver's Lic. No. \_\_\_\_\_ State \_\_\_\_\_

Alarm Company: \_\_\_\_\_ Telephone No. \_\_\_\_\_

Please list two (2) individuals that have agreed to respond and grant access to the alarm site within one (1) hour.

Name of Contact #1: \_\_\_\_\_ Local Phone No. \_\_\_\_\_  
(or name and phone no. of alarm/security company)

Name of Contact #2: \_\_\_\_\_ Local Phone No. \_\_\_\_\_

X \_\_\_\_\_ Date: \_\_\_\_\_  
Signature of Applicant or Authorized Agent

The applicant or Authorized Agent affirms that all the information contained herein is true and correct to the best of his/her knowledge. This application may be denied for false statements and/or non payment of all fees owed to the City of Houston. The permit may be revoked for disciplinary reasons and/or non payment of fees owed to the City in accordance with "City of Houston code of ordinances chapter 11 article III".

A POLICE VEHICLE MAY NOT BE DISPATCHED TO YOUR LOCATION UNLESS THE ALARM COMPANY PROVIDES A VALID ALARM PERMIT NUMBER. The Houston Police Department has policies and procedures which are not specified in the ordinance.

PERMITS ARE VALID ONE (1) YEAR FROM ISSUE DATE AND MUST BE RENEWED PRIOR TO EXPIRATION TO INSURE POLICE RESPONSE.

**PLEASE SEE REVERSE SIDE FOR FEE SCHEDULE AND PAYMENT INFORMATION**

# FEE SCHEDULE

**BURGLAR AND HOLD-UP/PANIC ALARMS MUST HAVE SEPARATE PERMITS.** Contact your alarm company if you are not sure which permits your alarm system requires.

## RESIDENTIAL ALARM PERMIT

Burglar: \$30.00 each. (Annual renewal required, fee \$30.00)

Combination burglar and hold-up/panic: \$50.00. (Annual renewal required, fee \$50.00)

## NON-RESIDENTIAL/BUSINESS ALARM PERMIT

Burglar: \$70.00 each. (Annual renewal required, fee \$70.00)

Hold-up/panic: \$70.00. (Annual renewal required, fee \$70.00)

Combination burglar and hold-up/panic: \$140.00. (Annual renewal required, fee \$140.00)

**GOVERNMENT OFFICES:** Alarm system is on premises occupied by the United States Government, the State of Texas, the County of Harris, or the City of Houston situated within the corporate limits of the City, a permit is mandatory, but no fee is required.

**ALARM RESPONSE RESIDENTIAL:** Three (3) false burglar alarm calls are allowed without a charge with a burglar alarm permit per year. The 4<sup>th</sup> and 5<sup>th</sup> false alarm call is chargeable at \$50.00 each and the 6<sup>th</sup> and 7<sup>th</sup> call is chargeable at \$75.00 each. Thereafter each false alarm call is chargeable at \$100.00 each. Permits are subject to revocation after the 7<sup>th</sup> false call and no response. **Burglar alarm systems without a permit are chargeable at \$100.00 per response and/or no response.**

Hold-up/panic alarm systems are allowed one (1) false call without charge with a hold-up/panic permit. Thereafter the 2<sup>nd</sup> call is chargeable at \$100.00, the 3<sup>rd</sup> false call at \$200.00 and the 4<sup>th</sup> false call is chargeable at \$300.00. Thereafter the 5<sup>th</sup> false alarm and above are chargeable at \$400.00 (each). **Panic alarm systems without a permit are chargeable at \$220.00 per response.**

**ALARM RESPONSE NON-RESIDENTIAL/BUSINESS:** Three (3) false alarm calls are allowed without a charge with a burglar alarm permit per year. The 4<sup>th</sup> and 5<sup>th</sup> false alarm call is chargeable at \$50.00 each and the 6<sup>th</sup> and 7<sup>th</sup> false call is chargeable at \$75.00 each. Thereafter each false call is chargeable at \$100.00 each. Permits are subject to revocation after the 7<sup>th</sup> false call and no response. **Non-residential burglar alarm system without a permit are chargeable at \$200.00 per response and /or no response.**

Hold-up/panic alarm systems are allowed one (1) false call without charge with a hold-up/panic permit. Thereafter the 2<sup>nd</sup> false alarm call is chargeable at \$200.00, and the 3<sup>rd</sup> false call at \$400.00. The 4<sup>th</sup> false alarm and above are chargeable at \$500.00 each. **Non-residential panic alarm systems without a permit are chargeable at \$350.00 per response.**

## PAYMENT INFORMATION

You may pay with check, money order, or credit card, please do not send cash. The application must be returned with payment. Credit Card transactions may be faxed to 713 837-9861.

Mail To: **City of Houston Administration and Regulatory Affairs, Burglar Alarm Administration  
P.O. Box 1562, 611 Walker St., 5th Floor, Houston, Texas 77002**

Make checks payable to: City of Houston

Payment method (circle one): Check, Money Order, MasterCard, VISA, AmExpress, Discover  
Amount enclosed \$ \_\_\_\_\_, or charge to my credit card.

Payment with credit card: \_\_\_\_\_, Date \_\_\_\_\_  
Authorized Signature

Credit Card Number \_\_\_\_\_ Expiration Date \_\_\_\_\_

Print Name on Credit Card \_\_\_\_\_