

SAN ANTONIO POLICE DEPARTMENT

ALARM PERMIT APPLICATION (For a Single Alarm System)

Permit Fee: \$40.00 per Residential System
 \$100.00 per Commercial System
 No Fee for Government Agencies

Mail to: **San Antonio Police Department**
Alarms Investigation Office
P.O. Box 839948
San Antonio, TX 78283-3948

Phone: (210) 207-8282 Fax (210) 207-4349 TTY (210) 207-4889 (4TTY)

Please Read Instructions, and complete and send your application to the address above.

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

Please print clearly or type. Permit is valid for one year from date issued.

- Applicant - The San Antonio Police Department requires the name, driver's license, home address and telephone number of the **person** who will be responsible for the alarm system and listed as the Permit Holder. **Driver's License number is for identifying Applicants / Permit Holder with similar names.**
A COMPANY NAME IS NOT ACCEPTABLE!
- 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.**

Expiration Date

Issued by

Permit Number

Date Issued

FOR OFFICE USE ONLY

Type of Alarm Burglary Robbery Fire Medical/Distress

Type of location where system is used (check one only)
 Residential (**\$40.00**) Commercial (**\$100.00**) Governmental (**No Fee**)

Alarm Company Provider	Company Name (if Commercial)	Office Name (if Governmental)
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Permit Holder's Name (Last, First, Middle Initial)	Job Title (If Commercial)
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Driver's License (State & Number Required)	Day phone number	Night phone number
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Permit Holders Home Address (include apt., bldg. or unit number)	City, State, ZIP +4
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Address where alarm will be located (include apt., bldg. or unit)	City, State, ZIP +4
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Billing Address where permit is to be mailed	City, State, Zip +4
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Permit Type: (check one only) New Permit Renewal Information Change (No Charge)

Permit Number if Renewal or Information Change: _____ Old Alarm Location: _____

Is alarm location in a gated community? Yes No Gate Code: _____

Names and phone numbers of two persons SAPD can contact in an emergency, if we are unable to contact the Permit Holder. **(This information is essential)**

Name	Day Phone Number	Night Phone Number
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Name	Day Phone Number	Night Phone Number
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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..."

ALARM PERMIT FEES

Section 25-57(b) of the City Code of the City of San Antonio establishes the following fees for permits:

<u>TYPE OF PERMIT</u>	<u>NEW</u>	<u>RENEWAL</u>
RESIDENTIAL SENIOR-OV65	\$35 (*)	\$35
RESIDENTIAL REGULAR	\$40	\$40
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.

***Note: The Over-65 fee is for property owners who are 65 years of age or older and claim their residence as their homestead.**

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.**

NO PERMIT: \$75.00 for each un-permitted Burglary Alarm Residential
 \$125.00 for each un-permitted Burglary Alarm Commercial
 \$125.00 for each un-permitted Fire Alarm Activation.

BURGLARY: There is no service fee for the first three false alarms, \$50 service fee for the 4th & 5th false alarms, \$75 for the 6th & 7th false alarms, and \$100 for the 8th and successive false alarms within 12-month permit cycle.

ROBBERY: There is no service fee for the first false alarm.
(Includes panic \$200 for the 2nd false alarm, \$300 for the 3rd false alarms, \$400 for the 4th false alarm,
and duress alarms) \$500 for the 5th and successive false alarms within 12-month permit cycle.

FIRE: There is no service fee for the first false alarm.
 \$125 for the 2nd, 3rd, & 4th false alarm activations,
 \$250 for the 5th, 6th, 7th, 8th, 9th, & 10th, false alarm activations,
 \$500 for the 10th, and successive false alarms within the 12-month permit cycle.

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:

 \$50.00 for the 2nd, 3rd, & 4th, false alarm activations,
 \$125.00 for the 5th, 6th, 7th, 8th, 9th, & 10th, false alarm activations,
 \$250.00 for the 10th, and successive false alarms within the 12-month permit cycle.

ADDITIONAL INFORMATION

Failure to have a valid alarm permit can result in fines from \$300-\$500 for each false alarm.

Alarm sites with local alarm systems (non-monitored) are 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 the San Antonio Police Department Alarms Investigation Office at (210) 207-8282. Business hours are from 7:45 a.m. - 4:30 p.m., Monday through Friday. We are closed on official holidays.

**Mailing address:
San Antonio Police Department
Alarm Investigations Office
P.O. Box 839948**

**Other Info: Phone: (210) 207-8282
Fax: (210) 207-4349
TTY: (210) 207-4889 (4TTY)
Physical Location: 214 W. Nueva Street**

San Antonio, TX 78283-3948

Web Site: <http://www.sanantonio.gov/sapd.asp>