



## BEFORE YOU ACTIVATE YOUR ALARM SYSTEM

Make sure you have an alarm permit. The City of Austin requires that you have an alarm permit if you have an alarm system. If your system is not monitored but emits an audible sound that can be heard, you are still required to have an alarm permit. An application is attached.

Are you and others who use the security system fully educated on its proper operation? This may include domestic/cleaning crews, children, neighbors, caretakers, employees and temporary staff.

- Make sure you securely close and lock all protected doors and windows.
- If you are leaving your home or business, make sure the door you leave by is closed tight.
- Keep pets, fans, heaters, etc. away from motion sensor areas.
- Know and rehearse the process to cancel an accidental alarm. Anyone with your key should know this process.
- Know how much time you have after you arm your system to leave and to disarm your system when you enter.

If you have any apprehensions about using your system call your alarm company **TODAY!**

Contact your alarm dealer if you plan any home improvements or renovation projects; i.e. changing phone systems, configuration of a room, adding a wall, rearranging cubicles, installing skylights, ceiling fans, or even fumigating. Also alert your dealer if you get a pet or hire any domestic help.

Call your monitoring company and the Alarm Unit (512-974-5730) if any information changes. This may include permit holder information and alarm monitoring company.

Consider having your monitoring company contact you before they request police assistance.

It is recommended that you have a maintenance contract with a licensed alarm company and have your alarm system checked every year.

Austin Police Department  
Alarm Unit  
P.O. Box 684279, Austin, TX 78768-4279  
512-974-5730



# CITY OF AUSTIN ALARM PERMIT APPLICATION

COMPLETE THE PORTION OF THE APPLICATION THAT APPLIES TO YOUR REQUESTED PERMIT.  
(RESIDENTIAL OR BUSINESS) PRINT ALL INFORMATION CLEARLY AND COMPLETELY

## RESIDENTIAL APPLICATION (Fee \$30.00 Annually):

ALARM SITE ADDRESS \_\_\_\_\_  
INCLUDE SUITE OR APT# CITY STATE ZIP CODE

PERMIT HOLDER NAME \_\_\_\_\_  
LAST NAME FIRST NAME MIDDLE INITIAL

( ) ( ) ( ) DRIVER'S LICENSE / \_\_\_\_\_  
HOME PHONE # BUSINESS PHONE # CELL/PAGER # STATE NUMBER

BILLING ADDRESS \_\_\_\_\_  
(If different than alarm site) STREET ADDRESS CITY STATE ZIP CODE

E-MAIL ADDRESS \_\_\_\_\_ ALARM MONITORING COMPANY \_\_\_\_\_

## BUSINESS APPLICATION (Fee \$50.00 Annually):

BUSINESS NAME \_\_\_\_\_

ALARM SITE ADDRESS \_\_\_\_\_  
INCLUDE SUITE OR APT# CITY STATE ZIP CODE

BILLING ADDRESS \_\_\_\_\_  
(If different than alarm site)

PERMIT HOLDER NAME \_\_\_\_\_  
LAST NAME FIRST NAME MIDDLE INITIAL

( ) ( ) DRIVERS LICENSE / \_\_\_\_\_  
BUSINESS PHONE # CELL/PAGER # STATE NUMBER

E-MAIL ADDRESS \_\_\_\_\_ ALARM MONITORING COMPANY \_\_\_\_\_

The permit is renewed yearly. Renewal notices are mailed, however, it is the responsibility of the permit holder to ensure that the permit is renewed if a notice is not received. Cancellation of a permit must be made in writing and submitted to the address or fax number below. A cancellation form can be downloaded from [www.ci.austin.tx.us/police/alarmp.htm](http://www.ci.austin.tx.us/police/alarmp.htm).

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 the City Code, Title VIII, Chapter 4-2, and applicable State laws. See reverse of form for overview of alarm ordinance. I accept responsibility of payment for all fees and fines that may result from the operation of the alarm serving the above alarm site address. If you have any questions, please contact the Alarm Unit between 9:00 a.m. and 3:00 p.m., Monday through Friday at (512) 974-5730, fax (512) 974-6697.

DATE \_\_\_\_\_

SIGNATURE OF PERMIT HOLDER \_\_\_\_\_

Amount Enclosed: \$ \_\_\_\_\_

MAKE CHECK OR MONEY ORDER PAYABLE TO:  
SEND PAYMENT AND APPLICATION TO:  
DO NOT SEND CASH

APD ALARM UNIT  
AUSTIN POLICE DEPARTMENT  
P. O. BOX 684279  
AUSTIN, TX 78768-4279

### FOR OFFICE USE ONLY

<i>Date Received</i>	<i>Permit #</i>	<i>Expiration Date</i>	<i>Check/Money Order #</i>	<i>Amount Received</i>	<i>Rep. Initial</i>

