

**SAN ANTONIO POLICE DEPARTMENT ALARM PERMIT APPLICATION** (For a Single Alarm System)

**Permit Fee:**    **\$35.00 per Residential System**  
                       **\$70.00 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.

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

1. Applicant - the San Antonio Police Department must have the name, driver's license, home address and telephone number of the **person** who will be responsible for the alarm system. **Driver's License number is for identifying Permit Holder Applicants with similar names. A COMPANY NAME IS NOT ACCEPTABLE!**
2. Signature of the Permit Holder Applicant must be the signature of the person listed as Permit Holder.
3. Please include ZIP CODE plus extended zip code and telephone area codes.
4. Application **MUST** include a check or money order payable to **The City of San Antonio Alarms Office**.
5. No Credit Cards are currently being accepted.

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

\_\_\_\_\_

\_\_\_\_\_

<b>Expiration Date</b>	<b>Type of Alarm</b> <input type="checkbox"/> Burglary <input type="checkbox"/> Robbery <input type="checkbox"/> Fire <input type="checkbox"/> Medical/Distress		
	<b>Type of location where system is used</b> (check one only) <input type="checkbox"/> Residential ( <b>\$35.00</b> ) <input type="checkbox"/> Commercial ( <b>\$70.00</b> ) <input type="checkbox"/> Governmental ( <b>No Fee</b> )		
<b>Issued by</b>	Alarm Company Provider		Business Name (if Commercial)    Office Name (if Governmental)
	Permit Holder's Name (Last, First, Middle Initial)		Job Title (If Commercial)
<b>Permit Number</b>	Driver's License (State & Number Required)		Day phone number    Night phone number
	Permit Holders Home Address (include apt., bldg. or unit number)		City, State, ZIP +4
	Address where alarm will be located (include apt., bldg. or unit)		Zip Code
	Billing Address where permit is to be mailed		City, State, Zip +4
	Permit Type: (check one only) <input type="checkbox"/> New Permit <input type="checkbox"/> Renewal <input type="checkbox"/> Information Change (No Charge)		
	Permit Number if Renewal or Information Change: _____ Old Alarm Location: _____		
<b>Date Issued</b>	Is alarm location in a gated community? <input type="checkbox"/> Yes <input type="checkbox"/> 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. <b>(This information is essential)</b>		
<b>FOR OFFICE USE ONLY</b>	Name		Day Phone Number    Night Phone Number
	Name		Day Phone Number    Night Phone Number

**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	\$35	\$35
COMMERCIAL	\$70	\$70
GOVERNMENT	NO FEE	NO FEE
GATED COMMUNITY	\$50	NO FEE ( <b>THIS PERTAINS TO GATE OPERATORS ONLY AND NOT TO RESIDENTS</b> )

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.

### 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. A \$50 service fee for the 4<sup>th</sup> & 5<sup>th</sup> false alarms, \$75 for the 6<sup>th</sup> & 7<sup>th</sup> false alarms, and \$100 for the 8<sup>th</sup> and successive false alarms within 12-month permit cycle.

ROBBERY:             There is no service fee for the first false alarm.  
(Includes panic        \$150 for the 2<sup>nd</sup> and 3<sup>rd</sup> false alarms.  
and duress alarms)   \$300 for the 4<sup>th</sup> and successive false alarms within 12-month permit cycle.

FIRE:                  There is no service fee for the first false alarm.  
                              \$125 for the 2<sup>nd</sup>, 3<sup>rd</sup>, & 4<sup>th</sup> false alarm activations,  
                              \$250 for the 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup>, 9<sup>th</sup>, & 10<sup>th</sup>, false alarm activations,  
                              \$500 for the 11<sup>th</sup>, 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 2<sup>nd</sup>, 3<sup>rd</sup>, & 4<sup>th</sup>, false alarm activations,  
                              \$125.00 for the 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup>, 9<sup>th</sup>, & 10<sup>th</sup>, false alarm activations,  
                              \$250.00 for the 11<sup>th</sup>, 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**  
**San Antonio, TX 78283-3948**

**Other Info: Phone:   (210) 207-8282**  
**Fax:                   (210) 207-4349**  
**TTY:                   (210) 207-4889 (4TTY)**  
**Physical Location:   214 W. Nueva Street**  
**Web Site:            <http://www.sanantonio.gov/sapd>**