



HOW TO APPLY FOR A CITY OF HOUSTON ALARM PERMIT

All alarm system users who operate, use, cause or allow the operation or use of a burglar and/or panic alarm system located within the City of Houston are required by City of Houston Code of Ordinances, Chapter 11, Article III to obtain a permit for their alarm system. Please contact your alarm company to verify how your alarm system is designed and configured to perform. Alarm customers are ultimately responsible for knowing whether their alarm system is configured to send a burglar and/or holdup/panic/duress alarm signal.

Residential and Non-Residential Alarm system users may apply for their permit online, by mail, or in-person. The City of Houston Alarm Application may be downloaded by visiting: **www.houstonburglaralarmpermits.org**

To apply and purchase a new alarm permit, please follow these instructions:

1. Online

- a. Visit the Burglar Alarm Administration website at: **www.houstonburglaralarmpermits.org**
- b. Click the light gray "New Permits Only Pay Online" button located near the bottom of the webpage.
- c. Read the important "**Alarm User Information, Responsibilities and Application Instructions**" sections relating to the alarm ordinance, permit application, alarm user responsibilities, violations and penalty charges, and payment methods.
- d. Read the compliance statement and check if you are in compliance.
- e. Click the blue "**SUBMIT**" button near the bottom of the page to begin the application process.
- f. Completely fill out the alarm application including all required information.
- g. Read the "**ACKNOWLEDGEMENT**" statements and click the blue "**Next**" button near the bottom of the page.
- h. Complete the payment process. Payment receipt and copy of the alarm permit will be emailed to the email address provided. You may request to have a permit copy emailed or mailed to you.

2. By Postal Mail

- a. Fill out the convenient, fillable, PDF alarm permit application found on: **www.houstonburglaralarmpermits.org** under the FORMS tab or on the main page at the DOWNLOAD and PRINT box.
- b. Read the important "**Alarm User Information, Responsibilities and Application Instructions**" sections related to the alarm ordinance, permit application, alarm user responsibilities, violations and penalty charges, service fees, and payment methods.
- c. Mail completed alarm application and full payment to:
City of Houston – Burglar Alarm Administration
P.O. Box 203887
Houston, Texas 77216-3887
- d. Alarm permit will be mailed after application is reviewed, approved and full payment is received.

3. In-Person

- a. Select the fillable, PDF alarm permit application found on: **www.houstonburglaralarmpermits.org** under the FORMS tab or on the main page at the Alarm Permit Application circle.
- b. Print and bring the completed alarm application and full payment to:
Houston Permitting Center
1002 Washington Avenue, 1st floor
Houston, Texas 77002
- c. Permit copy will be provided upon completion.

City of Houston - Burglar Alarm Administration

P.O. Box 203887, Houston, Texas 77216-3887

Telephone: 713-581-7410 Fax: 281-779-4188

www.Houstonburglaralarmpermits.org



CITY OF HOUSTON – BURGLAR ALARM ADMINISTRATION

P.O. Box 203887 Houston, Texas 77216-3887

Telephone: 713-581-7410 Fax: 281-779-4188

ALARM PERMIT APPLICATION

ATTENTION ALARM SYSTEM USERS AND APPLICANTS:

If your alarm system is configured to send a Holdup/Panic/Duress signal notification, you are required to have this type of permit. Contact your alarm system company to verify how your alarm system is designed and configured to perform to avoid violations and penalties. The system owner is ultimately responsible for knowing whether the alarm system is configured to send a burglar and/or a holdup/panic/duress alarm signal. *REQUIRED FIELDS

PERMIT INFORMATION *Alarm Site Type: (check one) [] Residential [] Non-Residential/Business [] Government Office

*Permit Type: (check one) [] Burglar and Panic/Holdup/Duress (as known as Robbery) [] Burglar only [] Panic only

*Name: _____ *Address: _____

Building # _____ Apt. or Suite #: _____ *City and State: _____ *Zip Code (5 digit only): _____

*Telephone: _____ *Email: _____

BILLING INFORMATION [] Check if information is same as permit information

*Name: _____ *Contact Name: _____

*Address: _____ Building # _____ Apt./Suite#: _____

*City and State: _____ *Zip Code (5digit only): _____ *Telephone: _____

TYPE OF ALARM SYSTEM: *Alarm is designed and configured to perform: [] Audible [] Silent [] Burglar [] Panic/Holdup/Duress

*Alarm Installed by: _____ *Telephone Number: _____ *License Number &Type: _____

*Address: _____ *City and State: _____ * Zip Code: _____

*Monitored by: _____ *Telephone Number: _____ *License Number & Type: _____

*Address: _____ *City and State: _____ * Zip Code: _____

PERMIT HOLDER INFORMATION [] Check if information is same as permit information

*Name: _____ *Address: _____

*City and State: _____ * Zip Code _____ *Home Telephone: _____

*Work Telephone: _____ *Cell Telephone: _____

*Date of Birth _____ *Driver's License Number and State: _____ FEI Number: _____

*Email: _____

State Sales Tax Number: _____ Corporate Charter Number: _____ Assumed Names: _____

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

*Contact Name of Person #1: _____

*Home Telephone Number: _____ *Work Telephone Number: _____

*Mobile Telephone Number: _____ Email Address: _____

*Contact Name of Person #2: _____

*Home Telephone Number: _____ *Work Telephone Number: _____

*Mobile Telephone Number: _____ Email Address: _____

*Signature of Applicant or Authorized Agent

*Date

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 and penalties owed to the City of Houston. The permit may be revoked for disciplinary reason and/or non-payment of fees owed to the City in accordance with the 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 PERMIT NUMBER. The Houston Police department has policies and procedures which are not specified in the ordinance. PERMITS ARE VALID FOR ONE (1) YEAR FROM THE ISSUE DATE AND MUST BE RENEWED PRIOR TO EXPIRATION TO INSURE POLICE RESPONSE.

2022 FEE SCHEDULE

IMPORTANT NOTICE FOR RESIDENTIAL AND NON-RESIDENTIAL ALARM SITES

Per Houston Code of Ordinances, Chapter 11, if the Houston Emergency Center or the police department receives an alarm notification from a non-permitted alarm system, the alarm user/owner/operator and person-in-control of the alarm site shall be charged a penalty for each type of alarm notification and shall be jointly and severally liable to the City for payment. Please verify the function of your alarm system with your alarm company to avoid penalties associated with a violation.

RESIDENTIAL ALARM SITE

Permit must be renewed before permit expiration to avoid any penalty that may be associated with a violation.

- Residential Burglar Alarm \$50.00 - Permit fee is for residential burglar alarm sites, whether or not it includes a panic alarm.

Residential Permit Transfer requests require permit holder to fill out and submit the Request for Residential Alarm Permit Transfer Form. Residential changes in ownership require a permit holder cancellation and the new owner must apply for a new permit.

NON-RESIDENTIAL ALARM SITE

Permit must be renewed before permit expiration to avoid any penalty that may be associated with a violation.

- Burglar \$122.07 * **Administrative fee applies, see below**
- Panic/Holdup (known as robbery) \$122.07 * **Administrative fee applies, see below**
- Combination burglar and panic/holdup \$244.14 * **Administrative fee applies, see below**

Non-residential relocations or changes in ownership require permit cancellation and the new owner must apply for a new permit.

ADMINISTRATIVE FEE \$30.51 An administrative fee of **\$30.51** shall be collected at time of application for any license, permit or service for which the fee is greater than \$50.00. This fee is in addition to the fee for the license, permit or service and includes all renewals regardless of whether or not an application is filed.

RESIDENTIAL FALSE ALARM PENALTIES

- First (3) false burglar alarms are free for a residential burglar alarm permit holder per preceding 12-month period.
- 4th and 5th false alarms are \$50.00 each and 6th and 7th alarms are \$75.00 each.
- Thereafter each false alarm is \$100.00. Permits are subject to revocation and no response after the 7th false alarm.
- First (1) false panic/holdup alarm is free for a residential burglar alarm permit holder per preceding 12-month period.
- 2nd false alarm is \$140.09, 3rd false alarm is \$280.20, and 4th false alarm is \$420.29. The 5th false alarm and above are \$560.39 (each).

Non-permitted residential: burglar alarms are chargeable at \$116.75 and panic alarms are chargeable at \$308.21 per incident.

NON-RESIDENTIAL FALSE ALARM PENALTIES

- Three (3) free false alarm are free for a non-residential burglar alarm permit holder per preceding 12-month period.
- 4th and 5th false alarms are \$50.00 each and 6th and 7th false alarms are \$75.00 each.
- Thereafter each false alarm is \$100.00. Permits are subject to revocation and no response after the 7th false alarm.
- First (1) free false panic/holdup alarm is free for a non-residential panic/holdup permit holder per preceding 12-month period.
- 2nd false alarm is \$280.20, 3rd false alarm is \$560.39, and 4th false alarm and above are \$700.50 each.

Non-permitted non-residential: burglar alarms are chargeable at \$233.50 and panic alarms are chargeable at \$490.34 per incident.

PAYMENT INFORMATION (We DO NOT accept credit card payments via mail or fax)

1. Online at www.houstonburglaralarmpermits.org use a credit card: Visa, MasterCard, or Discover, debit card or electronic check.
2. Call 713-581-7410 to make a payment using our Interactive Voice Response system.
3. Mail check or money order payable to:
City of Houston – Burglar Alarm Administration
P.O. Box 203887
Houston, TX 77216-3887
4. In-person payments accepted at the Houston Permitting Center, 1002 Washington Avenue, Houston, Texas 77002.
Houston Permitting Center - Service Counter Hours are 8:00 a.m. to 4:15 p.m. Monday through Friday.

A copy of the alarm permit will be sent to the email address provided during the application process or by postal mail if an email address was not provided. Please contact our office at 713-581-7410, if you prefer the permit to be faxed to you.

To update permit account information and view alarm details, visit our website and click the NEED USERNAME AND PASSWORD button and enter the required information. Login information will be emailed to you.

For additional information, call the Burglar Alarm Administration at 713-581-7410 or visit www.houstonburglaralarmpermits.org.
Our business hours are Monday through Friday 8:00 a.m. to 5:00 p.m.