P.O. Box 424 • Baytown, Texas 77522-0424 2401 Market Street • Baytown, Texas 77520 (281) 420-6504 • (281) 420-5891 Fax

## ALARM PERMIT INFORMATION AND INSTRUCTIONS

Thank you for your interest in filing for an alarm permit with the City of Baytown. All business and residential alarms that can emit a signal intended to summon police or fire services must have a city permit issued. Responsibility for obtaining an alarm permit is upon the alarm system user. Failure to comply, per *Baytown Code of Ordinance*, *Chapter 30*, *Article II*, may result in a misdemeanor violation punishable by fines not to exceed FIVE HUNDRED AND NO/100 DOLLARS (\$500.00).

**How to Obtain an Application for an Alarm Permit** – You may obtain an alarm permit application in two ways: 1) Download an application by following this link: <a href="http://www.baytown.org">http://www.baytown.org</a> and clicking on the Licenses & Permits tab or 2) pick up an application at the City of Baytown, City Clerk's Office, 2401 Market Street, Baytown, TX 77520.

**Completing Your Application** – Please fill out your application to the fullest extent possible. Incomplete applications will not be accepted and will be returned to the applicant.

Alarm Permit Fees – There is no fee to obtain or renew an alarm permit for both residential and commercial properties. However, excessive false alarms at the alarm site will be assessed fines outlined in the table below:

FALSE ALARM FINES						
Burglary/Robbery		Fire				
Number of False Alarms	<u>Amount</u>	Number of False Alarms	<u>Amount</u>			
0-5	\$0	0-4	\$0			
6	\$50	5 or more (each)	\$100			
7	\$75					
8 or more (each)	\$100					

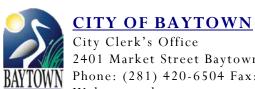
**Submitting Your Application** – You may submit your alarm permit application by: 1) Mail to: City of Baytown, City Clerk's Office, P.O Box 424, Baytown, TX 77522; 2) Fax to: (281) 420-5891; 3) In Person: City Clerk's Office, 2401 Market Street, Baytown, TX 77520; or by 4) Email to: <a href="mailto:cityclerk@baytown.org">cityclerk@baytown.org</a>.

**Receiving Your Permit** – Upon receipt of your completed application, an alarm system permit will be issued and mailed within 10 business days from the date of receipt

**Displaying Your Permit (Commercial Alarms Only)** – Commercial permit holders will also be mailed and are required to display an orange permit sticker at or near the physical entrance of the site.

**Alarm Permit Renewal** – All alarm permits are issued and valid for one year from the time of issuance and must be renewed at least ten (10) days prior to the permit's expiration date.

**Questions?** – For alarm permits, applications, or invoice questions, please contact the City Clerk's Office at (281) 420-6504.



City Clerk's Office 2401 Market Street Baytown, Texas 77520 Phone: (281) 420-6504 Fax: (281) 420-5891 Web: www.baytown.org

FOR OFFICE USE ONLY					
Date Received:					
Date Processed:					
Permit Number: Expires:					

ALARM SYSTE	M PERMIT APP	LICATI	ON	<b>FEE: \$0</b>
	Alarm Site Type / Ap	plication Ty	pe / Alarm Type	
<ol> <li>Alarm Site:</li> <li>Application Type:</li> <li>Type of Alarm:</li> </ol>	<ul><li>☐ Residence</li><li>☐ New Application</li><li>☐ Burglary/Robbery</li></ul>		☐ Government Offi ☐ Supplement	ce
Type of Alarm.			N	
A1	Alarm Site Ado			7
Alarm Site Address:Business Name (if applicable				
	Applica	nt Informati	on	
	(Owner, Leasee, or Person in contro			
Name:		Email	l:	
Mailing Address:				
Phone: Home: ()	Work: (	()	Mobile: (	)
Sex: Birth Date:		Driver Licens	e #:	State:
	Alar	m Company		
Alarm Monitoring Compa	ny:		24 Hour #: (	)
	Additional Loc	al Emergency	<b>Contacts</b>	
	ntacts, <u>other than the intended permit ho</u> grant access or secure the property, or d			· •
Name of Contact #1:			Sex:	Birth Date:
Address:				Zip:
Phone: Home: ()	Work: (	()	Mobile: (	)
Name of Contact #2:			Sex:	Birth Date:
Address:				Zip:
Phone: Home: ()	Work: (	()	Mobile: (	)
	Ackno	owledgemen	t	
I affirm that I am 18 years of age comply with all provisions of City may result from the operation of the changes. I have been informed of prior to the permit expiration date.	of Baytown ordinance Chapter 30 ne alarm system servicing the above	), Articles I and II we premises. I agre	I. I accept responsibility for peet to supplement this inform	payment of all fees and fines that ation within ten (10) days of any
Applicant Signature:			Date:	