



CITY OF BAYTOWN

OFFICE OF THE CITY CLERK

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: <http://www.baytown.org> 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	Amount	Number of False Alarms	Amount
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: cityclerk@baytown.org.

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 OF BAYTOWN

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 SYSTEM PERMIT APPLICATION

FEE: \$0

Alarm Site Type / Application Type / Alarm Type

- 1) Alarm Site: Residence Business Government Office
- 2) Application Type: New Application Renewal Supplement
- 3) Type of Alarm: Burglary/Robbery Fire

Alarm Site Address / Business Name

Alarm Site Address: _____ Zip: _____
Business Name (if applicable): _____ Phone: (_____) _____

Applicant Information

(Owner, Leasee, or Person in control of property and Primary Emergency Contact)

Name: _____ Email: _____
Mailing Address: _____ Zip: _____
Phone: Home: (_____) _____ Work: (_____) _____ Mobile: (_____) _____
Sex: _____ Birth Date: _____ Driver License #: _____ State: _____

Alarm Company

Alarm Monitoring Company: _____ 24 Hour #: (_____) _____

Additional Local Emergency Contacts

LOCAL emergency contacts, other than the intended permit holder, who are of the age of 18 or older that, are willing and able to respond WITHIN 30 MINUTES to grant access or secure the property, or deactivate the alarm system in the event the owner/occupant cannot be reached.

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: (_____) _____

Acknowledgement

I affirm that I am 18 years of age or older and to the best of my knowledge the above information is true and correct. If a permit is issued, I will comply with all provisions of City of Baytown ordinance Chapter 30, Articles I and II. I accept responsibility for payment of all fees and fines that may result from the operation of the alarm system servicing the above premises. I agree to supplement this information within ten (10) days of any changes. I have been informed of my responsibility to renew my application yearly and will submit an application for renewal at least ten (10) days prior to the permit expiration date.

Applicant Signature: _____ Date: _____