

# NOTICE TO ALARM USERS

- 1) All users of alarm systems, either police, fire or both that lies within the jurisdiction of the division of fire or police are required to obtain a permit before using the system. This includes alarm systems installed by the user and which may or may not be monitored.
- 2) Use of any alarm system while it is not properly registered is a minor misdemeanor and may result in a required court appearance.
- 3) A separate permit is not required for users having both a police and fire alarm system.
- 4) The permit fee is twenty-five (\$25.00) dollars for a 2-year period plus a ten dollar (\$10.00) application fee, for a total cost of thirty-five dollars (\$35.00).

5) Service Fees:

False Alarms per permit year:

<i>1 - 2</i>	<i>No Charge</i>
<i>3 - 4 each</i>	<i>\$100.00</i>
<i>5 - 6 each</i>	<i>\$200.00</i>
<i>7, 8 &amp; 9 each</i>	<i>\$400.00</i>
<i>10 and above</i>	<i>\$800.00</i>

- 6) During the permit period, the alarm user must notify the License Section of any change of information on the original application. The permit holder will be responsible for all fees incurred unless the License Section is notified in writing that the user has moved.
- 7) The permit may be transferred to a new address by the permit holder but may not be transferred to another person.
- 8) Upon receipt of any false alarm report, the alarm user may appeal such false alarm by submitting a written explanation as to the actual cause of the alarm within fourteen (14) calendar days from the date of the false alarm by mailing it to the below listed address or by faxing it to our fax number.

*False alarms may be dismissed under the following conditions:*

- 1) Equipment malfunctions, with written verification from alarm company.
- 2) Burglary, attempted burglary, or vandalism if proper police report has been filed.

**TURN OVER FOR MORE INFORMATION**

*False alarms will not be dismissed for the following reasons:*

- 1) Low battery in alarm back-up system;
  - 2) Premises left unsecured;
  - 3) Defective locks;
  - 4) Loose fitting windows and doors;
  - 5) Improper use of alarm system by the user.
- 9) Each alarm user will be mailed a renewal invoice prior to expiration of the permit. If, for some reason, it is not received, the alarm user is still responsible for renewing the permit prior to its expiration.
- 10) An alarm user permit is subject to revocation for excessive false alarms or non-payment of service fees.
- 11) **597.97(B)** All fees, once processed, shall be nonrefundable. (Ord. 1785-98 § 1 (part)).

**Should you require additional information, you may contact the License Section at 645-7960 or 645-8366. Our FAX is 645-8912.**

**ADDRESS: City of Columbus  
Public Safety Department  
Division of Support Services  
License Section – South Entrance  
750 Piedmont Road  
Columbus, OH 43224**

<b>OFFICE USE ONLY</b>	
Permit No/Code _____	_____
Date Issued _____	_____
Expiration Date _____	_____



**CITY OF COLUMBUS  
DEPARTMENT OF PUBLIC SAFETY  
LICENSE SECTION  
ALARM USER APPLICATION**  
Chapter 597, Columbus City Codes

**COMPLETE THIS SECTION ONLY IF THIS IS A RESIDENTIAL ALARM SYSTEM**

Social Security Number of Alarm User: (Optional) \_\_\_\_\_

USER'S NAME: \_\_\_\_\_ HOME PHONE NUMBER: \_\_\_\_\_

Residence Address: \_\_\_\_\_  
Where Alarm System is Located \_\_\_\_\_ Include Apartment Number, Room Number or Suite Number

City, State, and Zip Code: \_\_\_\_\_

Responsible Party\*: \_\_\_\_\_  
Print Signature Date

\*Must notify City of Columbus License Section in writing at below listed address of any changes in responsible party.

**COMPLETE THIS SECTION ONLY IF THIS IS A BUSINESS ALARM SYSTEM**

Social Security Number / Federal Identification Number: \_\_\_\_\_

Business Name: \_\_\_\_\_ Business Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_  
Where Alarm System is Located \_\_\_\_\_ Include Room Number, Building Number or Suite Number

City, State, and Zip Code: \_\_\_\_\_

Responsible Party\*: \_\_\_\_\_  
Print Signature Date

\*Must notify City of Columbus License Section in writing at below listed address of any changes in responsible party.

**ALL ALARM USERS COMPLETE: PLEASE TYPE OR PRINT MAILING ADDRESS IF DIFFERENT FROM ABOVE ADDRESS**

Name \_\_\_\_\_  
First Middle Last Area Code/Phone Number

Address \_\_\_\_\_  
NUMBER STREET NAME APT.# CITY, STATE, ZIP

**ALL ALARM USERS COMPLETE: TYPE OF ALARM: CHECK ALL THAT APPLY**

RESIDENTIAL \_\_\_\_\_ BUSINESS \_\_\_\_\_ MONITORED \_\_\_\_\_ AUDIBLE \_\_\_\_\_ DIRECT DIALER\* \_\_\_\_\_

\*Automatic Dialers that dial directly into the Columbus Police Department are PROHIBITED BY LAW.

System INSTALLED by: \_\_\_\_\_  
Name Address

System MONITORED by: \_\_\_\_\_  
Name Address

**ALL ALARM USERS COMPLETE: If your system is NOT monitored, you MUST complete this section.**

List person with key to above property to be contacted when an emergency occurs and the "user" is not available.

NAME ADDRESS HOME PHONE

1. \_\_\_\_\_

**MAIL TO:**  
City of Columbus License Section  
750 Piedmont Rd. – South Entrance  
Columbus, OH 43224  
Phone (614) 645-7960

**MAKE CHECK OR MONEY ORDER  
FOR \$35.00 PAYABLE TO:  
COLUMBUS CITY TREASURER-LICENSE SECTION**

**License is valid for 2 years from the date of issue**

