

Alarm System Application Instructions

City of Pilot Point, Texas Ordinance No. 002-07-2006 requires a permit for installing, operating, or causing to operate alarm systems within the Corporate City Limits of the City of Pilot Point, Texas. Each permit application must contain the name, address, and telephone number of the person who is responsible for the proper maintenance and operation of the alarm system and payment of fees or charges levied through said Ordinance. Each permit application must contain the name of the alarm system company installing the system.

1. A separate permit is required for each alarm system site. Each permit shall include a floor plan of the building, structure, residence or business where the alarm system will be located.
2. Each alarm permit for non-residential premise, shall contain the names and phone numbers (home and business) of two (2) people that when notified by the police or fire department(s) will come to the alarm site within thirty (30) minutes, if requested, to terminate the alarm signal and secure the property.
3. Application for a permit under the provisions of this Ordinance constitutes a grant of approval to the City to deactivate an alarm system that sounds an alarm signal for longer than thirty (30) minutes after being notified.
4. Any false statement or misrepresentation of a material fact made by an applicant for the purpose of obtaining an alarm permit or renewal, or for the purpose of making a change thereof, shall be sufficient cause for the refusal to grant or suspension of a permit.
5. A nonrefundable fee of twenty dollars (\$20.00) per year is required for each permit or renewal of a permit. A permit is issued for one (1) year and must be renewed each year thereafter by payment of the permit fee. It is the responsibility of the permit holder to pay the renewal fee no later than the seventh day of the month following the renewal month. If the permit is not renewed within the allowable time, a late fee of ten dollars (\$10.00) will be assessed.
6. A permit that has been deactivated due to non-payment of fees or a permit holder who fails to give notice of intent not to renew a permit within fifteen (15) days before the date the permit expires will, prior to re-issuance of an alarm permit, be assessed a fifteen dollar (\$15.00) reinstatement fee in addition to the permit fee in item (5) above.
7. An alarm permit cannot be transferred to another person. However, the individual designed to respond to an alarm or relay an alarm may be changed. A permit holder must inform the Director of any change that alters information listed on the permit application. No fee will be assessed for such changes.
8. A person commits an offense if he operates any alarm system as defined in this Chapter without having a valid permit in accordance with the provisions of this Chapter and upon conviction thereof shall be punished in section 1-4-1 of the City Code.
9. Upon reasonable notification, the Director or fire chief or his designee may inspect an alarm site and alarm system of a permit holder during regular business hours.
10. A permit holder must notify the Director in writing of the date the permit is to be cancelled or that the permit will not be renewed. The notification must include the date the document was signed and signature of the permit holder. The City must receive the cancellation or non-renewal notice in writing no later than fifteen (15) days before the permit expiration date.

City of Pilot Point, Texas

Application for Alarm Systems

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Date: _____

Name of Applicant: _____

Mailing Address: _____

Phone Number(s): Home: _____

Business: _____

Street Address of alarm system: _____
(If different than mailing address)

Residence Alarm System:

Business Alarm System:

Name of Alarm System Company: _____

Address & Phone Number of Alarm System Company: _____

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Business Alarm Systems Additional Contact Names:

Contact Person: _____

Business Phone No. _____ **Home Phone No.** _____

Contact Person: _____

Business Phone No. _____ **Home Phone No.** _____

Fee Submitted \$ _____

Floor Plan Submitted: _____

Department/Director Approval:

Signature of Director (or Authorized Representative)

Date Approved: _____

Comments: _____

Alarm System Guidelines

City of Pilot Point, Texas Ordinance No. 002-07-2006 requires a permit for installing, operating, or causing to operate alarm systems within the Corporate City Limits of the City of Pilot Point, Texas. Each permit application must contain the name, address, and telephone number of the person who is responsible for the proper maintenance and operation of the alarm system and payment of fees or charges levied through said Ordinance.

1. A separate permit is required for each alarm system site. Each permit shall include a floor plan of the building, structure, residence or business where the alarm system will be located.
2. Each alarm permit for non-residential premise, shall contain the names and phone numbers (home and business) of two (2) people that when notified by the police or fire department(s) will come to the alarm site within thirty (30) minutes, if requested, to terminate the alarm signal and secure the property.
3. Application for a permit under the provisions of this Ordinance constitutes a grant of approval to the City to deactivate an alarm system that sounds an alarm signal for longer than thirty (30) minutes after being notified.
4. Any false statement or misrepresentation of a material fact made by an applicant for the purpose of obtaining an alarm permit or renewal, or for the purpose of making a change thereof, shall be sufficient cause for the refusal to grant or suspension of a permit.
5. A nonrefundable fee of twenty dollars (\$20.00) per year is required for each permit or renewal of a permit. A permit is issued for one (1) year and must be renewed each year thereafter by payment of the permit fee. It is the responsibility of the permit holder to pay the renewal fee no later than the seventh day of the month following the renewal month. If the permit is not renewed within the allowable time, a late fee of ten dollars (\$10.00) will be assessed.
6. A permit that has been deactivated due to non-payment of fees or a permit holder who fails to give notice of intent not to renew a permit within fifteen (15) days before the date the permit expires will, prior to re-issuance of an alarm permit, be assessed a fifteen dollar (\$15.00) reinstatement fee in addition to the permit fee in item (5) above.
7. Upon receipt of the required fee and completed application form, the Director shall issue a permit unless there is reasonable cause to believe the equipment responsible for initiating an alarm will not be maintained or operated in accordance with this Chapter or the applicant will not comply with each provision of this Chapter. Robbery panel alarms will be limited to financial institutions. Fire panel alarms will be limited to high-risk loss of life occupancies such as hotels, motels, hospitals, nursing homes, residential care facilities, educational uses, including day care centers and theaters.
8. An alarm permit cannot be transferred to another person. However, the individual designed to respond to an alarm or relay an alarm may be changed. A permit holder must inform the Director of any change that alters information listed on the permit application. No fee will be assessed for such changes.
9. If the Director denies the issuance of a permit, or suspends a permit, he shall send to the applicant or permit holder by certified mail, return receipt requested, written notice of his action setting forth the reason for such action and advising the applicant or permit holder of the right to an appeal. The applicant, or permit holder, may appeal the decision of the Director to the appeal hearing official by filing with the appeal hearing official a written request for a hearing, setting forth his objections to the action of the Director, Within ten (10) days after receipt of the notice from the Director. The filing of a request for an appeal hearing with the appeal hearing official shall stay the action of the Director in denying the issuance of or suspending a permit until a final decision on the appeal is made by the appeal hearing official. If a request for an appeal hearing is not made within the ten-day limit, the action of the Director is final.
10. The appeal hearing official shall preside at any administrative hearing conducted under the provisions of this section and shall consider evidence offered by any interested person. The formal rules of evidence shall not apply at such hearing. The appeal hearing official shall make a decision on the basis of a fair preponderance of the evidence presented and matters officially noticed at the hearing. The appeal hearing official shall render a decision within thirty (30) days after the request for an appeal hearing is filed. Such decision shall affirm, reverse, or modify the action of the Director and the appeal hearing official's decision is final.

11. A person commits an offense if he operates any alarm system as defined in this Chapter without having a valid permit in accordance with the provisions of this Chapter and upon conviction thereof shall be punished in section 1-4-1 of the City Code.
12. Upon reasonable notification, the Director or fire chief or his designee may inspect an alarm site and alarm system of a permit holder during regular business hours.
13. A permit holder must:
 - A. Adjust or modify the sensory mechanism of his alarm system to suppress false indications of force so that the alarm system will not be activated by impulses due to:
 1. Transient pressure changes in water pipes;
 2. Flashes of light;
 3. Wind noise caused by the rattling or vibrating of doors or windows;
 4. Vehicular noise adjacent to the installation;
 5. Other forces unrelated to actual emergencies.
 - B. Maintain the premises containing an alarm system in a manner that ensures proper operation of the alarm system. It is the responsibility of the alarm permit holder to properly maintain the alarm system to prevent false activations. Should a permit holder have more than two (2) false activations within thirty (30) days, an inspection of the alarm system will be required by a licensed repairman. Notice must be made in writing to the police alarm coordinator from the repairman of findings of the inspections within thirty (30) days. Failure to do so will result in cancellation of the alarm permit.
 - C. If permit holder or an emergency contact person is contacted to inspect an unsecured building or residence, and fails to respond to the scene in the allowed time of thirty (30) minutes to secure the building or residence, a fee of twenty-five dollars (\$25.00) may be charged to the operator if City representatives have to secure the premises. The City is not responsible for loss or damage. Failure of the operator to pay the assessed fee will result in cancellation of permit.
 - D. Notify the Director in writing of the date the permit is to be cancelled or that the permit will not be renewed. The notification must include the date the document was signed and signature of the permit holder. The City must receive the cancellation or non-renewal notice in writing no later than fifteen (15) days before the permit expiration date.
14. A permit holder shall not report his alarm signals through a relaying intermediary person that does not meet the requirement of this Chapter.
15. A person who is engaged in the business of relaying alarm notifications to the City shall:
 - A. Send notification of alarm to the City by an individual;
 - B. Keep his business premises locked and secured at all times;
 - C. Allow an inspection of his business premises by authorized agents of the Director of the fire chief at any time;
 - D. Report alarms only to a telephone number, or numbers, designated by the City;
 - E. Send alarm notifications to the City in a manner and form determined by the City;
 - F. Maintain sufficient staff to ensure that valid alarms are relayed immediately to the City;
 - G. Inform their customers of permit requirement; and
 - H. Relay current permit numbers with alarms.
16. An alarm system company may be assessed a service fee of twenty-five dollars (\$25.00) for each incorrect permit number relayed to the City with an alarm notification. Notification of any such assessment and appeal there from shall be as provided for in section 4-11-2 of this Chapter. Any service fee assessed under the provisions of this section must be paid within thirty (30) days after receipt of notice that it has been assessed by the Director. If the assessed fee become ninety (90) days delinquent, a ten (10) percent late charge will be added.
17. If a mechanism sounds an alarm signal for longer than thirty (30) minutes after notification is made, the Director, the chief of the fire department or their designated representatives are authorized to enter the building to disable the alarm. All costs of the City in disabling such an alarm shall be assessed to the operator of the alarm system and shall be paid to the City within thirty (30) days after the operator has received notice that the cost have been assessed. Application for a permit under the provisions of this subsection.
18. The Director may not consider a false alarm regarding burglar alarms to have occurred unless a response is made by the Department within thirty (30) minutes of the burglar alarm notification and

- the Department determines from an inspection of the interior or exterior of the premises that the alarm was false.
19. The Director shall not consider the alarm notification to be false if he determines that the alarm was caused by:
 - A. A natural or man-made catastrophe;
 - B. Severe weather that causes physical damage to the premises;
 - C. Vandalism;
 - D. Telephone line outage;
 - E. Attempted entry of attempted robbery; or
 - F. In high-risk of loss of life occupancies such as hotels, motels, hospitals, nursing homes, residential care facilities, educational uses including day care centers, and theaters where a fire alarm was:
 1. Caused by undermined means, or
 2. Caused by conditions not under control of the building management such as manual false alarms, or smoking.
 20. The determination of the Director in classifying an alarm notification as false or actual is final.
 21. A permit holder must pay any service fees as assessed under the provisions of this section within thirty (30) days after receipt of notice that the Director has assessed it. If the assessed fees become ninety (90) days delinquent, a ten percent (10%) late charge will be added.
 - A. A permit holder will be assessed a fee for the signaling of a false alarm by a burglar alarm system in excess of three (3) false alarms which have occurred during the previous twelve-month period. This fee for each such false alarm will be:
 1. Fifty dollars (\$50.00), if the location has had more than three (3) but fewer than six (6) other false alarms in the preceding twelve (12) month period;
 2. Seventy-five dollars (\$75.00), if the location has had more than five (5) but fewer than eight (8) other false alarms in the preceding twelve (12) month period; or
 3. One hundred dollars (\$100.00), if the location has had eight (8) or more false alarms in the preceding twelve (12) month period;
 - B. A permit holder will be assessed a fee for the signaling of a false alarm by a fire alarm system in excess of two (2) false alarms which have occurred at the permitted site. This fee will be two hundred dollars (\$200.00) for each such false alarm.
 - C. A permit holder will be assessed a fee for signaling of a false alarm by a robbery alarm system in excess of two (2) false alarm which have occurred at the permitted site. This fee will be two hundred dollars (\$200.00) for each such false alarm.
 - D. A permit holder will be assessed a fee for the signaling of a false alarm by a medical assistance alarm system in excess of two (2) false alarms which have occurred at the permitted site. This fee will be seventy-five (\$75.00) for each such false alarm.
 - E. A permit holder will be assessed a fee for the signaling of a false alarm by an emergency assistance/personal distress alarm system in excess of two (2) false alarms which have occurred at the permitted site. This fee will be twenty-five (\$25.00) for each false alarm.
 22. The City may require a burglary alarm system monitor to contact the occupant of the burglary alarm system location twice before the municipality responds to the burglary alarm notification.
 23. The Director must suspend or refuse to renew an alarm system permit for failure to pay any service fee.
 24. Burglary alarms.
 - A. The Director may revoke or refuse to renew the permit of a burglary alarm system that has eight (8) or more false alarms during the preceding twelve (12) month period.
 - B. The City must provide thirty (30) days notice prior to terminating an alarm permit.
 - C. The City may not terminate law enforcement services, except as provided by Subsection 4-11-11 for a residential burglar alarm permit holder because of excess false alarm notifications, if the false alarm fees are paid in full.
 25. The City does not have liability for damages for failure to respond to an alarm notification.