



Alarm Permit Information

The purpose of obtaining an alarm permit is to encourage alarm users and alarm businesses to maintain operational reliability and properly use alarm systems to reduce or eliminate False Alarm Dispatch Requests. Resolving and preventing false alarms is a joint responsibility of the alarm user and the alarm company. Identify the cause of every false alarm and contact your alarm company for alarm system maintenance and/or additional training on how to properly use the alarm system.

**Effective October 1, 2008 per Resolution# 08-013
Alarm Permit fees are as follows:**

Residential: \$35.00 Annual Fee
Commercial: \$50.00 Annual Fee

**For billing purposes, all Alarm Permit Applications must be sent to
Finance Administration.**

Alarm Permits must be renewed annually. You will receive an invoice from Finance Administration when your permit has expired. When you receive the invoice, you will be required to complete and submit a renewal application along with payment of the annual fee.

Please fill out the application completely and legibly. Incomplete and/or illegible applications will not be processed.

Please remit payment along with Alarm Permit Application

(Do not mail cash)

By Mail:

City of Southlake
Attn: Finance Administration
1400 Main Street, Suite 440
Southlake, TX 76092

In Person:

Southlake Town Hall
Utility Billing Dept
Suite 200

Drop Box:

Located North of
Town Hall in the
breezeway, next to
the ATM

Only Cash or Checks accepted at this time.

Please make check(s) or money order(s) payable to *City of Southlake*.

You may not pay for multiple years. NO refunds will be given. If you fail to register your alarm with the City of Southlake you will be subject to additional fines.

If you have any questions regarding Alarm Permit fees and/or billing, please contact Shannon Barton at 817-748-8314 or alarmpermits@ci.southlake.tx.us.

If you have questions about your alarm, please contact your Alarm Company.



Finance Administration
 1400 Main Street, Suite 440
 Southlake, Texas 76092
 alarmpermits@ci.southlake.tx.us
www.cityofsouthlake.com

TYPE OR PRINT. ALL COPIES MUST BE LEGIBLE.

INCOMPLETE FORMS WILL NOT BE PROCESSED

(*) indicated item must be completed

*APPLICATION		*PERMIT TYPE	*ALARM TYPE
<input type="checkbox"/> New <input type="checkbox"/> Renewal		<input type="checkbox"/> Residential <input type="checkbox"/> Commercial	<input type="checkbox"/> Burglary <input type="checkbox"/> Duress/Panic <input type="checkbox"/> Fire <input type="checkbox"/> Medical <input type="checkbox"/> Holdup
*PERMIT HOLDER NAME (list only 1 person) or NAME OF BUSINESS (For Commercial Permits)		*PRIMARY PHONE	*SECONDARY PHONE
*ALARM SITE ADDRESS (include suite number, if applicable) This is the physical address of your residence or business (No P.O. Boxes)			ALARM SITE PHONE
Southlake, TX 76092			
Mailing Address (if different from Alarm Site)			
Mailing Address (include suite number, if applicable) _____ City _____ State _____ Zip _____			

ALARM COMPANY INFORMATION (Company & Phone Number Required)

*ALARM COMPANY NAME	*ALARM COMPANY PHONE

EMERGENCY CONTACT INFORMATION (* required for Commercial Permits)

NAME	PRIMARY PHONE
NAME	PRIMARY PHONE

REMIT PAYMENT AND COMPLETED APPLICATION TO:			<u>NON-REFUNDABLE PERMIT FEE:</u>
BY MAIL: CITY OF SOUTHLAKE 1400 MAIN STREET, SUITE 440 SOUTHLAKE, TX 76092	IN PERSON: SOUTHLAKE TOWN HALL UTILITY BILLING DEPT SUITE 200	DROP BOX: LOCATED NORTH OF TOWN HALL IN THE BREEZEWAY, NEXT TO THE ATM	RESIDENTIAL: \$35 COMMERCIAL: \$50 ANNUAL FEE (CASH OR CHECK ONLY)

I have carefully read and completed the above application. By signing this application, I state that the information given is true to the best of my knowledge, and that I understand and agree to the provisions as set forth by City Ordinance No. 788. 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 that when notified by the City, I will respond or cause a representative to respond to the site of the alarm to provide emergency personnel access, or to reset, or deactivate the alarm system.

*APPLICANT'S SIGNATURE	*DATE

Once the application is processed by the City, the Permit Holder listed above will receive a postcard by mail within 2 weeks, which will include your Alarm Permit number and expiration date.

PLEASE SIGN & RETURN WITH PAYMENT