



**Alarm Permit Application**  
**910 S. Friendswood Drive**  
**Friendswood, TX 77546**  
**281-996-3200**

**Mail Address**  
**City of Friendswood**  
**P.O. Box 1286**  
**Friendswood, TX 77549-1286**

**Permit Fees: residential sites - \$36.00 and commercial/financial sites - \$72.00**

**Application will not be processed without payment; checks or money orders, are made payable to the City of Friendswood.** The permit becomes effective on the date the completed application is received, and will be mailed to the Billing Address you provide. **Please print your information clearly.**

**Please read attached page for fees and violation information.**

Type:  Business  Residential  Other (Specify) \_\_\_\_\_ Type: New  Renewal  Amendment \_\_\_\_\_

Alarm Audible:  Yes  No Alarm Effective Date \_\_\_\_\_

Classification of Alarm System:  Intrusion  Fire  Holdup  Burglary  Motion or Sound Detector  Panic Alarm  Medical Emergency

Address of Alarm Location (include apt. or suite #) \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Name of Business/Organization (if applicable) \_\_\_\_\_

Business Address (include suite #) \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Billing Address (if different) \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Days and Times of Business Operations \_\_\_\_\_

**Note: All correspondence will be mailed to the billing address.**

Applicant's Full Name (person responsible for the alarm) \_\_\_\_\_ DOB \_\_\_\_\_

Home Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Home Phone Number \_\_\_\_\_ Cell Phone Number \_\_\_\_\_

Business Address (if applicable) \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Business Phone Number \_\_\_\_\_ Driver's License \_\_\_\_\_ Email Address \_\_\_\_\_

**Emergency Contact Information (Persons able to respond and grant access to alarm system)**

Contact Person #1 \_\_\_\_\_ Phone Number \_\_\_\_\_ Alternate# \_\_\_\_\_

Contact Person #2 \_\_\_\_\_ Phone Number \_\_\_\_\_ Alternate# \_\_\_\_\_

Alarm Installation Company Name \_\_\_\_\_ Alarm Installation Company Phone Number \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Email address \_\_\_\_\_

Alarm Monitoring Service Name \_\_\_\_\_ Alarm Monitoring Service Phone Number \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Email address \_\_\_\_\_

**Special Conditions present at alarm site (if applicable)**

List the number and location of all exterior entrances to your home or business \_\_\_\_\_

\_\_\_\_\_

List toxic and/or flammable substances or materials stored at your home or business \_\_\_\_\_

\_\_\_\_\_

List the type of dog(s) present and frequency of presence at alarm location \_\_\_\_\_

\_\_\_\_\_

**Confidentiality:** Alarm system locations, types of systems, and the names of occupants at permitted locations are confidential information. This information cannot be disclosed to others. See Section 1702.284 of the Texas Occupations Code for further information.

*"The information contained in this application is true and correct as of the date of this application. I will inform the City of Friendswood of any changes within 5 business days. I shall comply will all provisions of the Alarms Chapter of the Code of the City of Friendswood and all applicable laws of the State of Texas. I accept responsibility for all fines and fees that may result from the operation of the alarm system for the premises named in this application, and shall pay all costs, expenses, and attorney's fees incurred or paid by the City of Friendswood for the collection of such fines or fees."*

Applicant's Signature \_\_\_\_\_ Printed Name \_\_\_\_\_ Date Signed \_\_\_\_\_

**For Office Use Only**

Date Received \_\_\_\_\_ Expiration Date \_\_\_\_\_ Permit Number \_\_\_\_\_



# City of Friendswood Alarm Permit Information

## Instructions

### **Section 1: General Information.** On the registration application,

- o Mark the appropriate space for the type of alarm that is being permitted.
- o Mark the appropriate space if the permit is new, renewal, or amendment to an existing permit on file.
- o Mark the appropriate space(s) for the alarm classification.
- o Completely fill in the spaces for the alarm address.
- o If the alarm is located at a commercial site, completely fill in the space for the business name and address.
- o If the alarm is located at a commercial site, fill in the space for the days and hours of business operations.

### **Section 2: Applicant Information.** On the registration application,

- o Applicant must provide their legal name, date of birth (DOB), home address, telephone phone number, alternate telephone number, business address, business telephone number, valid driver's license number and e-mail address

### **Section 3: Emergency Contact Information.** On the registration application,

- o Applicant must provide names and telephone numbers for two (2) people who can be contacted at any time to come to the alarm location within thirty minutes and grant access to the alarm site and deactivate the alarm if necessary.
- o Applicant must provide names, telephone numbers, addresses and e-mail addresses for the alarm installation company and the alarm monitoring services that can send a representative to the alarm site within one hour and deactivate the alarm if necessary.

### **Section 4: Special Conditions present at the alarm site.** On the registration application,

- o Applicant must provide information on exterior entrances to the alarm site.
- o Applicant must provide information on toxic or flammable materials kept at the alarm site.
- o Applicant must provide information on presence of animals at the alarm site.

## Fees

### **Permit Fees:**

- o Residential site alarm permit fee is \$36.
- o Commercial or financial institution site alarm permit fee is \$72.
- o Educational/Government site alarm must be registered; but no permit fee is required
- o Permits are valid for 12 months
- o Permits must be renewed annually.
- o Amendments to valid permit require no filing fee.

### **False Alarm Fees:**

- o No fine will be assessed for the 1<sup>st</sup>, 2<sup>nd</sup> or 3<sup>rd</sup> false alarm in the preceding 12 month period.
- o \$50 fine will be assessed for the 4<sup>th</sup> or 5<sup>th</sup> false alarm in the preceding 12 month period.
- o \$75 fine will be assessed for the 6<sup>th</sup> or 7<sup>th</sup> false alarm in the preceding 12 month period.
- o \$100 fine will be assessed for the 8<sup>th</sup> or more other false alarms in the preceding 12 month period.

## Violations

In addition to the false alarm fines, violations of Chapter 1, Section 1-14 of the City Code are subject to criminal prosecution as a misdemeanor.

**Permit Required:** All activated alarm systems located in the City of Friendswood are required to have a permit.

**Permit Duration:** All permits are valid for a 12 month period. The City reserves the right to adjust the length of the period in order to set all permits to the same expiration date. Permits must be renewed within 10 days after the expiration date.

**Nontransferable:** Permits are not transferable.

**Revocation or Refusal to Permit:** The City reserves the right to refuse to permit or to revoke a permit for failure to make payment within 60 days of the permit fee due date or accrual of 8 or more false alarms in a 12 month period.

## Permit Application Submission

**To submit in person:** Bring the permit application form and payment to City Hall at the address below.

**To submit by mail:** Mail the permit application form to the address below.

**To submit by fax:** Fax the application to the City at (281) 482-6491 and call the city at (281) 996-3232 Monday through Friday between 8 a.m. – 5 p.m. to make payments by phone using a credit card. Visa & MasterCard are accepted.

Delivery Address: City of Friendswood  
Attn: Alarm Permitting (Utility Billing)  
910 S. Friendswood Drive  
Friendswood, TX 77591

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