

City of Houston – ARA Alarm Administration  
P.O. Box 203887  
Houston, Texas 77216-3887  
T 713-581-7410 / F 281-779-4188

Permit# \_\_\_\_\_  
Official Use Only

## ALARM PERMIT APPLICATION

Please fill as applicable

Applicant's Name: \_\_\_\_\_  
(Type or print legibly) (Last, First, MI)

Applicant's Telephone No.: ( ) \_\_\_\_\_ ( ) \_\_\_\_\_  
(area code) (home number) (area code) (work number)

Fax No. ( ) \_\_\_\_\_ Email Address \_\_\_\_\_

Address of Alarm: \_\_\_\_\_  
(street address)

Bldg. No. \_\_\_\_\_ Apt. No. \_\_\_\_\_  
(city, state, and zip code)

Business Name: \_\_\_\_\_  
(business applicant only)

Billing Contact Name: \_\_\_\_\_ Billing Office No. ( ) \_\_\_\_\_

Owner Address \_\_\_\_\_  
(street address)

Bldg. No. \_\_\_\_\_ Apt. No. \_\_\_\_\_  
(city, state, and zip code)

Mailing Address (if different): \_\_\_\_\_  
(street address)

Bldg. No. \_\_\_\_\_ Apt. No. \_\_\_\_\_  
(city, state, and zip code)

TYPE OF ALARM SITE: Residence Non-Residence/business Government Office

(check applicable)

TYPE OF ALARM: Burglar Hold-up/panic Burglar & Hold-up/panic

(check applicable)

**ATTENTION FOR RESIDENCE AND BUSINESS:** If your alarm system has been configured to send a Hold-Up/Panic notification, you are required to have this type of permit. Please verify with your alarm company to avoid penalties.

Applicant's Driver's Lic. No. \_\_\_\_\_ State \_\_\_\_\_

Alarm Company: \_\_\_\_\_ Phone \_\_\_\_\_

Please list two (2) individuals that have agreed to respond and grant access to the alarm site within one (1) hour.

Name of Contact #1: \_\_\_\_\_ Local Phone No. \_\_\_\_\_

(or name and phone no. of alarm/security company)

Name of Contact #2: \_\_\_\_\_ Local Phone No. \_\_\_\_\_

X \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Applicant or Authorized Agent

The applicant or Authorized Agent affirms that all the information contained herein is true and correct to the best of his/her knowledge. This application may be denied for false statements and/or non-payment of all fees owed to the City of Houston. The permit may be revoked for disciplinary reasons and/or non-payment of fees owed to the City in accordance with "City of Houston code of ordinances chapter 11 article III".

**A POLICE VEHICLE MAY NOT BE DISPATCHED TO YOUR LOCATION UNLESS THE ALARM COMPANY PROVIDES A VALID ALARM PERMIT NUMBER.** The Houston Police Department has policies and procedures which are not specified in the ordinance. PERMITS ARE VALID ONE (1) YEAR FROM ISSUE DATE AND MUST BE RENEWED PRIOR TO EXPIRATION TO INSURE POLICE RESPONSE.

**PLEASE SEE REVERSE SIDE FOR FEE SCHEDULE AND PAYMENT INFORMATION**

## FEE SCHEDULE

### IMPORTANT NOTICE FOR RESIDENTIAL AND NON-RESIDENTIAL ALARM SITES

As per City Ordinance, If your alarm system has been configured to send a Hold-Up/Panic alarm notification, you are required to have this type of permit. Please be aware and ensure, the proper permit is obtained to avoid this violation and any penalties that may be associated with it.

#### RESIDENTIAL ALARM PERMIT

Burglar: \$36.13 each. (Annual renewal required, fee \$36.13)

Combination burglar and hold-up/panic: \$50.00. (Annual renewal required, fee \$50.00)

#### NON-RESIDENTIAL/BUSINESS ALARM PERMIT (IMPORTANT: Administrative fee applies – see below for detail)

Burglar: \$103.23 each. (Annual renewal required, fee \$103.23) \* **Administrative fee applies**

Hold-up/panic: \$103.23. (Annual renewal required, fee \$103.23) \* **Administrative fee applies**

Combination burglar and hold-up/panic: \$206.46. (Annual renewal required, fee \$206.46) \* **Administrative fee applies**

**GOVERNMENT OFFICES:** Alarm system is on premises occupied by the United States Government, the State of Texas, the County of Harris, or the City of Houston situated within the corporate limits of the City, a permit is mandatory, but no fee is required.

**ALARM RESPONSE RESIDENTIAL:** Three (3) false burglar alarm calls are allowed without a charge with a burglar alarm permit per year. The 4th and 5th false alarm call is chargeable at \$50.00 each and the 6th and 7th call is chargeable at \$75.00 each. Thereafter each false alarm call is chargeable at \$100.00 each. Permits are subject to revocation after the 7th false call and no response. ***Burglar alarm systems without a permit are chargeable at \$103.23 per response and/or no response.***

Hold-up/panic alarm systems are allowed one (1) false call without charge with a hold-up/panic permit. Thereafter the 2nd call is chargeable at \$123.87, the 3rd false call at \$247.75 and the 4th false call is chargeable at \$371.62. Thereafter the 5th false alarm and above are chargeable at \$495.50 (each). ***Panic alarm systems without a permit are chargeable at \$272.52 per response and/or no response.***

**ALARM RESPONSE NON-RESIDENTIAL / BUSINESS:** Three (3) false alarm calls are allowed without a charge with a burglar alarm permit per year. The 4th and 5th false alarm call is chargeable at \$50.00 each and the 6th and 7th false call is chargeable at \$75.00 each. Thereafter each false call is chargeable at \$100.00 each. Permits are subject to revocation after the 7th false call and no response. ***Non-residential burglar alarm systems without a permit are chargeable at \$206.46 per response and/or no response.*** Hold-up/panic alarm systems are allowed one (1) false call without charge with a hold-up/panic permit. Thereafter the 2nd false alarm call is chargeable at \$247.75 and the 3rd false call at \$495.50. The 4th false alarm and above are chargeable at \$619.38 each. ***Non-residential panic alarm systems without a permit are chargeable at \$433.56 per response and/or no response.***

**ADMINISTRATIVE FEE:** An administrative fee of \$ 25.80 shall be collected at time of application for any license, permit or service for which the fee is greater than \$ 50.00. The administrative fee shall be in addition to the fee for the permit, license or other service. In the case of renewal for which no application is filed, the administrative fee shall still be collected.

For information regarding False Alarm Prevention please visit our website: [www.houstonburglaralarmpermits.org](http://www.houstonburglaralarmpermits.org)

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#### PAYMENT INFORMATION:

**\*We DO NOT accept credit card payments via mail or fax\***

You may choose one of the following payment methods:

1. You may pay online at [www.houstonburglaralarmpermits.org](http://www.houstonburglaralarmpermits.org) with a credit card: Visa, MasterCard, or Discover.  
or
2. Mail page 1 of the application and include a check/money order payable to:  
**City of Houston - ARA Alarm Administration**  
**PO Box 203887**  
**Houston, Tx. 77216-3887**

Permits will be sent by request only. You may obtain a copy of your permit online at: [www.houstonburglaralarmpermits.org](http://www.houstonburglaralarmpermits.org). Click on NEED LOGIN AND PASSWORD to have your login information emailed to you. This may also be used to update your contact information as needed and view alarm incident detail. We may also fax a copy of your permit. If you do not have access to the internet or fax, please contact our office and request a copy of your permit to be mailed. If you need to cancel your permit, we must have formal notice. You can cancel your permit online, as well as, by mail or fax. If you have any questions please call 713-581-7410. Our hours of operation are: Monday – Friday 8am – 5pm. **\*Please keep this sheet for your reference**