



San Antonio Police Department Alarms Investigations Office



ALARM PERMIT APPLICATION FOR POLICE & FIRE ALARM OR GATE (For a Single Alarm System or Single Gate)

Mail: San Antonio Police Department
Alarms Investigations Office
315 S. Santa Rosa St.
San Antonio, TX 78207

List any known hazards police officers or firefighters may encounter at alarm site, such as dangerous chemicals, razor or barbed wire etc...

Phone (210) 207-8282 Fax: 210-207-4349 TTY: (210) 207-4889 (4TTY)

Web Site: http://www.sanantonio.gov/sapd/alarmpermits.aspx Email: alarmsoffice@sanantonio.gov

- Please Read all Instructions and fill out form completely.
Print clearly or type. Permit is valid for one year from date issued.
Applicant - The San Antonio Police Department requires the name, driver's license, home address and telephone number of the person who will be responsible for the alarm system and listed as the Permit Holder.
**Driver's License number is for identifying Applicants / Permit Holder with similar names.
A COMPANY NAME IS NOT ACCEPTABLE!
Signature of the Permit Holder Applicant must be the signature of the person listed as Permit Holder.
Please include ZIP CODE plus extended zip code and telephone area codes.
Application MUST include a check or money order payable to The City of San Antonio Alarms Office.
Payment is expected within 30 days. After this time, false alarms at locations with expired permits will be processed as alarm code violations.

Form with multiple sections: Type of Alarm (Burglary, Robbery, Fire, Medical/Distress), Type of location where system is used (Residential, Commercial, Governmental, Gated Community), Alarm Company Provider, Permit Holder's Name, Job Title, Driver's License, Home Address, Alarm Location, Billing/Mailing Address, Permit Type, and Emergency Contact Information.

Signature of Applicant/Permit Holder (Required)

Date

Expiration Date
Issued by
Permit Number
Date Issued
FOR OFFICE USE ONLY



CONFIDENTIALITY

Section 25-57(i) of the City Code states: "The police and fire departments shall protect all information on an application as confidential information..." We do not sale or give out any personal information.

ALARM PERMIT FEES

Section 25-57(b) of the City Code of the City of San Antonio establishes the following fees for permits: All fees and fines are non refundable.

TYPE OF PERMIT	NEW	RENEWAL	Alarm Ordinance Site : www.municode.com/Library/tx/San_Antonio
RESIDENTIAL REGULAR	\$40	\$40	Chapter 25 Art IV
RESIDENTIAL SENIOR-OV65**	\$30	\$30	**Sec 25-57 (b)(2) if permit is issued after 10-1-2015
RESIDENTIAL EXEMPTION*	No Fee	\$0	(Certification Form must accompany Alarm Permit Application for exemption of permit fee)* Sec 25-56(s)
COMMERCIAL	\$100	\$100	
GOVERNMENT	No Fee	No Fee	
GATED COMMUNITY	\$50	No Fee	(This pertains to gate operators only and not to residents)

All permits are valid for **one (1) year** from the date of issue. Renewal notices are mailed to permit holders 30 days prior to the permit expiration date. **Sec. 25-58. - Permit duration; renewal and inspection.** It is the alarm system user's responsibility to renew their Alarm Permit yearly.

FALSE ALARM FEES

Section 25-57(k) and 25-66(a) of the City Code of the City of San Antonio establishes the following fees for false alarms. **Fees must be paid before a permit can be issued or renewal of permit issued. Sec. 25.57 (h)**

We accept Check/Money Orders Only

NO PERMIT FEE:	\$ 75.00	for each Un-permitted Burglar/Robbery Alarm Activation Residential
	\$ 125.00	for each Un-permitted Burglar/Robbery Alarm Activation Commercial
	\$ 125.00	for each Un-permitted Fire Alarm Activation. Residential & Commercial
BURGLARY:	\$ 0.00	There is no service fee for the first three (3) false burglar alarms
	\$ 50.00	4th & 5th false alarm
	\$ 75.00	6th & 7th false alarm
	\$ 100.00	8th and successive false alarms within 12-month permit cycle
ROBBERY: (Includes Hold-up, panic and silent duress alarms)	\$ 0.00	There is no service fee for the first (1 st) false alarm.
	\$ 200.00	2 nd false alarm,
	\$ 300.00	3rd false alarms
	\$ 400.00	4th false alarm
	\$ 500.00	5th and successive false alarms within 12-month permit cycle
FIRE:	\$ 0.00	There is no service fee for the first false alarm.
	\$ 125.00	2nd, 3rd, & 4th false alarm activations
	\$ 250.00	5th, 6th, 7th, 8th, 9th, & 10th
	\$ 500.00	10th and successive false alarms within the 12-month permit cycle
Prior to the arrival of Fire Department personnel, if a false fire, smoke, or heat alarm notification is cancelled, the holder of an alarm permit shall pay, instead, a service fee as follows:		
	\$ 50.00	for the 2 nd , 3 rd , & 4 th , false alarm activations,
	\$ 125.00	5 th , 6 th , 7 th , 8 th , 9 th , & 10 th , false alarm activations
	\$ 250.00	10 th and successive false alarms within the 12-month permit cycle.