

CLEBURNE POLICE DEPARTMENT

ALARM PERMIT APPLICATION

Please check one of the following:

- Commercial Application Fee \$50
- Residential/Apartment Application Fee \$30
- Renewal: Commercial \$50; Residential \$25
(Late Fee \$20. Begins 30 days after Renewal is due.)

ALARM PERMIT #

Amount enclosed: _____

PLEASE PRINT ALL INFORMATION CLEARLY AND COMPLETELY

ALARM SITE ADDRESS: _____
(Include suite or apt. #) City/State Zip

ALARM COMPANY: _____ **PHONE:** _____

PERMIT HOLDER'S NAME OR BUSINESS: _____ **DOB:** _____
(Last Name) (First Name) (MI) (MM/DD/YYYY)

BILLING ADDRESS: _____
(If different from alarm site) (Street address) (City) (State) (Zip)

PERMIT HOLDER'S HOME PHONE **BUSINESS PHONE** **CELLULAR PHONE /PAGER** **EMAIL ADDRESS**

CONTACT PERSONS: (MUST BE ABLE TO RESPOND and assist police. List must be current with alarm co.)

PRIMARY PERSON: _____ **DOB:** _____
(Last Name) (First Name) (MI) (MM/DD/YYYY)

PRIMARY PHONE: _____
PHONE #1 PHONE #2 PHONE #3

SECONDARY PERSON: _____ **DOB:** _____
(Last Name) (First Name) (MI) (MM/DD/YYYY)

SECONDARY PHONE: _____
PHONE #1 PHONE #2 PHONE #3

I have read the completed application and know the same is true and correct and hereby agree that if a permit is issued, I will comply with all the provisions of Chapter 104, Code of Ordinances of the City of Cleburne and applicable State laws. I accept responsibility of payment of all fees and fines that may result from the operation of the alarm system serving the above premises.

DATE **SIGNATURE OF PERMIT HOLDER**

All alarm permits expire January 1st following the date of issue. The permit application must be renewed yearly. Renewal notices are mailed; however, it is the responsibility of the permit holder to ensure that the permit is renewed if a notice is not received. If you have any questions, please contact the Alarm Unit between 8 a.m. and 5 p.m. Monday-Friday.

Make check or money order payable to: **City of Cleburne Police Department**
Send payment and application to: **Cleburne Police Department- Alarm Unit; 302 W Henderson; Cleburne, Texas 76033-0677**

FOR OFFICE USE ONLY			
DATE REC'D/PAID: _____	\$ _____	CC/CASH/CHK # _____	RCPT # _____
RETURN: mail _____ email _____ no _____		REC'D BY _____	

INSTRUCTIONS FOR COMPLETING APPLICATION

PLEASE TYPE OR PRINT CLEARLY.

Please include apartment numbers, complete zip codes, and telephone area codes.
A date of birth is to help identify permit holder and contacts with similar names.
An additional contact person is required in the event the permit holder cannot be reached.

PERMIT FEES

Chapter 104, Code of Ordinances, City of Cleburne establishes the following fees for permits.

<u>TYPE</u>	<u>NEW</u>	<u>ANNUAL RENEWAL</u>
RESEDENTIAL/ APARTMENT	\$30	\$25
COMMERCIAL	\$50	\$50

One half (1/2) of the permit fee is waived for systems that allow for video/audio verification. No refund of a permit or permit renewal fee will be made. The initial annual permit fee must be submitted to the Cleburne Police Department within 15 days after the alarm installation.

All permits expire January 1st following the date it is issued. Renewal notices are mailed to permit holders at least 30 days prior to the expiration date. However, it is the permit holder's responsibility to ensure that the permit is renewed if a notice is not received. Failure to receive a renewal notice is not considered a defense from fees or fines. Failure to obtain a permit or to renew a permit is classified as a violation under the Alarm Ordinance.

PROPER ALARM SYSTEM OPERATION AND MAINTENANCE

An alarm user shall:

1. Maintain the premises and the alarm system in such a manner that will minimize or eliminate false alarm dispatches.
2. Make every reasonable effort to respond or cause a representative to respond to the alarm system location within one hour when notified to deactivate a malfunctioning alarm system, to provide access to the premises, or to provide security for the premises, and
3. Not manually activate an alarm for any reason other than an occurrence of an event that the alarm system was intended to report.

FINES FOR EXCESSIVE FALSE ALARMS

The permit holder shall be subject to citations and fines, depending on the number of false alarm dispatches emitted from an alarm system within a twelve month calendar year based on the following schedule:

No Alarm Permit Fees:

No Permit:	\$50.00
False Alarm Fee:	\$50.00

False Alarm Fees:

1 st - 3 rd Alarm:	No Charge
4 th - 5 th Alarm:	\$30.00
6 th - 7 th Alarm:	\$60.00
8 th and beyond Alarm:	\$100.00
10 th Alarm:	Suspension

REVOCAION OF ALARM PERMIT

An alarm permit may be revoked if it determined that:

1. There is a false statement of a material matter on the alarm permit application.
2. The permit holder has failed to make timely payment of a fine under the provisions of this ordinance.

A person commits an offense if he operates an alarm system during the time the permit is revoked.

The alarm ordinance and application are available on the City of Cleburne's website: www.cleburne.net. You must bring your permit application to the Police Department, our hours are Monday through Friday 8:00 am to 5:00 pm. You may also mail your application to the address provided below. If you have any questions please contact the Cleburne Police Department Records Unit at 817-645-0988.