

# CLEBURNE POLICE DEPARTMENT

## Alarm Permit Application

Please check one of the following

- Commercial Application Fee \$10
- Residential/Apartment Application Fee \$5
- Renewal

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 \_\_\_\_\_  
(Last Name) (First Name) (Middle Initial)

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 kept current with alarm co.)

PRIMARY PERSON \_\_\_\_\_  
(Last Name) (First Name) (Middle Initial)

PRIMARY PHONE \_\_\_\_\_  
(Phone # 1) (Phone # 2) (Phone # 3)

SECONDARY PERSON \_\_\_\_\_  
(Last Name) (First Name) (Middle Initial)

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 September 30th 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 7 a.m. and 5 p.m. Monday through Friday.

Make check or money order payable to: Cleburne Police Department –Alarm Unit

Send payment and application to Cleburne Police Department - Alarm Unit  
P.O. Box 677  
Cleburne, Texas 76033-0677

**FOR OFFICE USE**

Date Received	Permit Number	Expiration Date	Application received by
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ARK093007

# INSTRUCTIONS FOR COMPLETING APPLICATION

**Please print clearly or type.**

Please include apartment numbers, complete zip codes, and telephone area codes.

**Driver's license number is for identifying Permit Holder Applicants with similar names.**

**An additional contact person is required in the event the permit holder cannot be contacted.**

## PERMIT FEES

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

<u>TYPE OF PERMIT</u>	<u>NEW</u>	<u>ANNUAL RENEWAL</u>
RESIDENCE	\$5	\$5
APARTMENT	\$5	\$5
COMMERCIAL	\$10	\$10

All permits expire September 30<sup>th</sup> following the date it was 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.

NUMBER OF FALSE ALARMS	ACTION TAKEN	FINES
1-5	on site written notice and/or warning letter	0
6 or more	Fine	\$20 each occurrence

## REVOCACTION OF ALARM PERMIT

An alarm permit may be revoked if it is 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.

## FOR ADDITIONAL INFORMATION

If you have any questions, please contact:

Cleburne Police Department  
Alarm Unit  
302 W. Henderson  
Cleburne, TX 76031  
817 645-0987