

**City of Pasadena
Department of Finance**

ALARM PERMIT APPLICATION

The alarm permit application is applicable for both businesses and residences. The application can be printed out and must be filled out completely before being submitted to the City of Pasadena Business Services Section. Fees may apply.

COMMUNITY OUTREACH

This notice is to inform Pasadena citizens/business owners that if an alarm system has been installed in their residence or place of business, a permit is required through the City of Pasadena.

The 4 (four) year permit fee is currently \$106.00 and can be purchased in Business License located in Room 106 of City Hall. Failure to do so may result in added penalty fees "if an activation has occurred". This information is sent to the Finance Department on a monthly basis and is provided by the Police Department.

There is currently only 1 (one) "false alarm" within a 12 (twelve) month billing cycle that currently runs from September 1st to August 31st each year, free of charge. However, if an activation has occurred and it is determined that a permit does NOT exist for the specific location, not only will the permit fee be assessed, but also a PENALTY fee in the amount of \$115.00 for "**operation of an alarm system without a permit**" and is NOT "waive able".

In the event that there is a SECOND and subsequent "false alarm", an additional fee(s) in the amount of \$127.00 (per activation) will also be added to the bill.

Questions with regards to the application should be directed to the Business License division at 626-744-4166. Questions as they relate to "alarm activity", should be directed to the Police Department at 626-744-6411.

BUSINESS LICENSE OFFICE HOURS

Monday through Friday 7:30 am - 5:15 pm
City of Pasadena Business Services Section
100 North Garfield Avenue, Room N106
P.O. Box 7115
Pasadena, CA 91109-7215
Phone: (626) 744-4166

APPLICATION FOR ALARM PERMIT

CITY OF PASADENA BUSINESS SERVICES SECTION
100 North Garfield Avenue, Room N106
P.O. Box 7115
Pasadena, CA 91109-7215 Phone: (626) 744-4166

ALARM PERMIT

EXPIRES JANUARY 31, 20____
PERMIT # _____
PERMIT FEE _____

PLEASE COMPLETE ALL SPACES ON THIS APPLICATION

- 1. NAME OF OWNER: _____
- 2. NAME OF BUSINESS (IF APPLICABLE): _____
- 3. ADDRESS OF ALARM: _____
- 4. MAILING ADDRESS IF DIFFERENT THAN ABOVE: _____
CITY, STATE, ZIP CODE: _____
- 5. HOME PHONE: _____ 6. BUSINESS PHONE: _____ 7. ALTERNATE PHONE: _____

ALARM INFORMATION (THIS INFORMATION IS MANDATORY)
(CHECK ALL THAT APPLY - AT LEAST ONE IN EACH NUMBER SECTION)

- 8. COMMERCIAL RESIDENTIAL
- 9. BURGLARY ALARM ROBBERY ALARM
- 10. RINGING ALARM SILENT ALARM
- 11. IS YOUR ALARM SYSTEM MONITORED? YES NO

Please list the name and telephone number(s) of a person the Police Department may contact to secure the alarm and premises if they are unable to contact you. If the alarm system is installed in a residence, please make sure to list someone who does not reside with you. If you wish to list more than two emergency contacts, please attach a separate piece of paper

- 12. Contact Person Name: _____
Home Telephone Number: _____ Alternate Telephone Number: _____
Contact Person Name: _____
Home Telephone Number: _____ Alternate Telephone Number: _____

Please list the name, street address including city, state and zip code, and the telephone number of your alarm company.

- 13. Business Name: _____
- Street Address: _____
- City, State, Zip Code: _____
- Business Phone Number: _____



SAN MARINO SECURITY SYSTEMS
2405 HUNTINGTON DRIVE
SAN MARINO, CA 91108
Office (626) 285-7778

ANY CHANGES MADE IN THE INFORMATION GIVEN HEREIN MUST BE FORWARDED TO THE BUSINESS SERVICES SECTION AT THE ADDRESS LISTED ABOVE WITHIN TWENTY (20) DAYS OF SAID CHANGE.

NO PERSON SHALL KNOWINGLY OR INTENTIONALLY MISREPRESENT TO ANY EMPLOYEE OF THE CITY ANY MATERIAL FACT IN PROCURING THIS ALARM PERMIT. ANY PERSON VIOLATING THE PROVISIONS GOVERNING ALARM PERMITS IS SUBJECT TO MISDEMEANOR CHARGES. I CERTIFY OR DECLARE UNDER PENALTY OF PERJURY THAT THE STATEMENTS HEREIN ARE TRUE AND CORRECT AND THAT I HAVE READ AND UNDERSTAND THE PROVISIONS OF PASADENA MUNICIPAL CODE SECTION 5.24.

14. SIGNATURE _____ TITLE _____ DATE _____

WHITE - ORIGINAL - CITY OF PASADENA

(SEE REVERSE SIDE FOR ADDITIONAL INFORMATION)

CANARY - DUPLICATE - APPLICANT COPY

GENERAL INFORMATION

Permit Required (P.M.C. 5.24.040)

No person shall use an alarm system without first being granted an alarm system permit as provided in Pasadena Municipal Code Section 5.24 (P.M.C.5.24). The director of finance shall grant only ONE ALARM SYSTEM PER LOCATION ADDRESS.

Applications (P.M.C. 5.24.050)

- A. An application for an alarm system permit shall be submitted to the finance department and shall be accompanied by the requisite fee. THE APPLICATION FEE SHALL NOT BE REFUNDABLE. The police chief may request that the application contain such information as is necessary to enforce P.M.C.5.24. The application for an alarm system permit shall require the name, address and telephone number of the person to be notified to render repairs or service to the alarm system at any time of the day or night.
- B. A permit application shall be granted by the director of finance only if the alarm system complies with the standards and regulations adopted as provided in P.M.C.5.24.

Notice of Application Information Change (P.M.C. 5.24.060)

Whenever any change occurs in the written information required in a permit application, the applicant or permittee shall give written notice thereof to the director of finance within twenty (20) calendar days after such change.

Permit Term, Expiration, Reinstatement (P.M.C. 5.24.080)

- A. The fee for a permit or renewal shall be established by resolution of the Board of Directors of the City. The anniversary date for all such permits shall be February 1. PERMITS ISSUED ON FEBRUARY 1 SHALL EXPIRE FOUR YEARS AFTER THE DATE OF ISSUANCE. PERMITS ISSUED SUBSEQUENT TO ANY FEBRUARY 1 SHALL EXPIRE FOUR YEARS AFTER THE PRIOR FEBRUARY 1.
- B. An application to reinstate a revoked permit may be filed only after a 180-day period has elapsed after the date of revocation. ANY PERMIT ISSUED AFTER REVOCATION SHALL BE CONSIDERED AS A NEW PERMIT.

Audible Alarm System Requirements (P.M.C. 5.24.110)

Every person using an audible alarm system shall post a sign containing the name and telephone number of the person to be notified to render repairs or service and to secure the premises at any time (day or night) when the audible alarm system is actuated. The sign shall be posted adjacent to the audible alarm system in such a position as to be legible from the ground level. All audible alarm systems shall be designed to automatically shut off and reset after sounding for a maximum period of fifteen (15) minutes.

Assessment, Revocation and Nonresponsive Status - Grounds (P.M.C. 5.24.120)

THE FOLLOWING SHALL CONSTITUTE GROUNDS FOR ASSESSMENT, REVOCATION, NONRESPONSIVE STATUS AND/OR MISDEMEANOR CHARGES, AS DETERMINED BY THE DIRECTOR OF FINANCE:

- A. The violation of any of the provisions of this chapter;
- B. The failure of an applicant or permittee to comply with the standards and regulations for alarm systems;
- C. The actuation of a false alarm more than 3 times in any 12 consecutive month period;
- D. The use of an alarm system with a revoked permit, or without a permit;
- E. The failure to timely pay any assessment or fee;
- F. Knowingly making a false, misleading or fraudulent statement of a material fact in the application for a permit or in any report or record required to be filed with the city. (Ord. 6345 § 2, 1989; Ord. 6257 § 1 (part), 1988)

Assessment, Revocation and Nonresponse Status - Procedure (P.M.C. 5.24.130)

- A. The director of finance, upon the occurrence of the second and subsequent false alarm during any 12 month period, shall assess a fee on the permittee as adopted from time to time by resolution of the board of directors to the city.
- B. Failure to pay any assessment or fee in a timely manner as determined by the director of finance will result in a revocation of the alarm permit and placement on nonresponse status.
- C. The director of finance shall notify the permittee by written notice of the revocation and nonresponse status of an alarm system, which notice shall state the reasons for such revocation and nonresponse status. This notice shall be effective immediately if personally served on the permittee or 5 working days after the notice has been deposited in the course of transmission in the United States Postal Service.
- D. Immediately upon such revocation and nonresponse status becoming effective, the permittee shall discontinue the use of any alarm system requiring a permit.
- E. A list of all alarm systems on nonresponse status shall be maintained by the police department. The police department shall have the discretion not to respond to any alarm system actuation at locations on the nonresponse status list. The police department shall respond whenever sufficient information is provided, in its discretion, to indicate that an actual burglary, robbery or other emergency is occurring at the nonresponse status location. Such information must be provided by other than an alarm system actuation. (Ord. 6950 § 3, 1989; Ord. 6304 § 2, 1989; Ord. 6257 § 1 (part), 1988)

Surrender of Permit (P.M.C. 5.24.140)

If any permit is revoked, the permittee shall surrender the permit immediately to the director of finance.

Confidentiality (P.M.C. 5.24.170)

The information furnished pursuant to this chapter shall be confidential and shall not be subject to public inspection.