

City Of Liberty  
1829 Sam Houston  
Liberty, TX 77575

936-336-3684 phone  
936-336-9846 fax  
[www.cityofliberty.org](http://www.cityofliberty.org)

## ALARM SYSTEM PERMIT APPLICATION

### LOCATION INFORMATION:

Name: \_\_\_\_\_  
Person or Business

Address: \_\_\_\_\_  
(Where alarm system will be operated)      Street Address      Suite#      City      State      Zip Code

Telephone Number (\_\_\_\_\_) \_\_\_\_\_

Mailing/Billing Address: \_\_\_\_\_  
(If different than above address)      Street Address/PO Box      Suite#      City      State      Zip Code

Type of Location:    \_\_\_\_\_ House    \_\_\_\_\_ Apt    \_\_\_\_\_ Business    \_\_\_\_\_ Other : \_\_\_\_\_

Type of Alarm (Check all that apply):    \_\_\_\_\_ Hold up    \_\_\_\_\_ Silent    \_\_\_\_\_ Loud    \_\_\_\_\_ Panic    \_\_\_\_\_ Fire    \_\_\_\_\_ Water Flow

Alarm Monitoring Company: \_\_\_\_\_

\*\*\*\*\*  
Name      Telephone #      License #  
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### PERMIT APPLICANT (Individual Making Application)

Name: \_\_\_\_\_ Telephone # (\_\_\_\_\_) \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
(If different than above Mailing/Billing Address)      Street Address      Suite#      City      State      Zip Code

Driver License/Identification #: \_\_\_\_\_ State: \_\_\_\_\_ SS#: \_\_\_\_\_

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**CONTACT:** Please list below two (2) LOCAL emergency contacts, other than the INTENDED PERMIT HOLDER OR ALARM COMPANY that are willing and able to respond WITHIN (30) thirty minutes to grant access or secure the property, or deactivate the alarm system in the event the owner/occupant cannot be contacted.

Name of Contact #1: \_\_\_\_\_ Telephone # (\_\_\_\_\_) \_\_\_\_\_

Name of Contact #2: \_\_\_\_\_ Telephone # (\_\_\_\_\_) \_\_\_\_\_

#### STATEMENT OF HAZARDOUS CONDITIONS AT ALARMSITE: (Check the Statement that applies)

\_\_\_\_\_ THE APPLICANT/INTENDED PERMIT HOLDER ACKNOWLEDGES AND REPRESENTS THAT THERE ARE NO DANGEROUS OR SPECIAL CONDITIONS PRESENT AT THE ALARM SITE.

\_\_\_\_\_ DANGEROUS OR SPECIAL CONDITIONS DO EXIST AT THE ALARM SITE. You are requested to attach to this Application a DETAILED statement of the nature of the dangerous or special conditions for the safety of City Law Enforcement Officials that respond to activated alarms.

The Applicant/Intended Permit Holder acknowledges and represents that all outstanding fees, fines, charges, costs and/or court judgments relating to the City of Liberty Code of Ordinances 2008-12 within the City of Liberty, Texas and owed to the City of Liberty, have been paid or satisfied. The Applicant/Intended Permit Holder acknowledges receiving a copy of the City of Liberty Code of Ordinances 2008-12, which is incorporated herein by reference. Please note that the City of Liberty has rules, policies and procedures that are not specified on this application.

The Applicant/Intended Permit Holder acknowledges and authorizes that information contained in the alarm records of the City of Liberty may be given to applicant's alarm company (for the purpose of the reduction of false alarms).

The Applicant/Intended Permit Holder affirms that he/she has read this applications, and that all information herein is true and correct to the best of his/her knowledge. This application may be denied, or permit revoked, for false or misleading information, and that the Applicant, if other than the intended permit holder, certifies herein that he/she is authorized to act for the intended permit holder.

THE APPLICANT/INTENDED PERMIT HOLDER FURTHER ACKNOWLEDGES THAT HE/SHE HAD READ AND UNDERSTANDS THE INFORMATION CONTAINED IN THIS APPLICATION.

\_\_\_\_\_  
**Applicant Signature**

\_\_\_\_\_  
**Date**

**FOR OFFICIAL USE ONLY:**    LPD Approved: \_\_\_\_\_ Denied: \_\_\_\_\_    LFD Approved: \_\_\_\_\_ Denied: \_\_\_\_\_

**PERMIT MUST BE ISSUED BEFORE ALARM SYSTEM IS ACTIVATED TO AVOID FEES AND/OR FINES**

*Incomplete/Illegible applications will be returned. Applications will be returned. Applications received without Permit Fee will be returned.*

<b>PERMIT FEES:</b>	\$25.00	New permit for residential and nonresidential alarm sites
	\$25.00	Annual renewal permit for residential and non-residential alarm sites
	\$40.00	Reinstatement renewal permit for residential and nonresidential sites
	\$50.00	False alarm notification fee
	\$10.00	Late payment fee
	\$100.00	Response to alarms without permit

**PERMIT TERM:** An alarm system permit shall be valid for a twelve (12) month period from the date of issuance as stated on the permit, and shall expire on the last day of the twelfth month.

**PERMIT RENEWAL:** The permit holder, at least ten (10) days prior to the expiration date, shall submit to the City of Liberty Police Department a renewal permit application, as promulgated by the City of Liberty Code of Ordinances 2008-12, along with the applicable renewal fee.

**GOVERNMENT OFFICE:** An Alarm System on premises occupied by the United States Government, the State of Texas, the County of Liberty, or a publicly funded school shall require a permit, but no fee is required.

**CHANGE OF INFORMATION IN PERMIT APPLICATION:** The permit holder has an affirmative duty to amend any information contained or attached to the permit application that has changed or is out of date and filed with the City of Liberty Police Department within thirty (30) days after the information changed or was out of date.

**OPERATING AN ALARM SYSTEM WITHOUT A PERMIT: ANY PERSON OR ENTITY OPERATING AN ALARM SYSTEM WITHOUT A PERMIT IS SUBJECT TO A SERVICE RESPONSE FEE OF \$100.00 FOR EACH FALSE ALARM.** In addition to the service response fee, a citation may be issued and a fine imposed by the Municipal Court for operating an alarm system without a permit. Persons assessed a fee for a response to an alarm without a permit may have the fee waived by obtaining an alarm system permit within ten (10) business days of the date of the document notifying the person of the false alarm.

**REVOCATION OF ALARM SYSTEM PERMIT:** An alarm system permit may be revoked if (a) there is a false statement of material in the application, (b) the permit holder has violated this section or any of its provisions, ( c ) the permit holder has failed to pay a service fee assessed under this section within thirty (30) days of receipt of false alarm notification, (d) the permit holder does not maintain the alarm system. It shall be unlawful for any person to operate an alarm system during the period in which his/her alarm permit is revoked.

**BILLING INFORMATION:** Locations with a valid permit are allowed five (5) false alarms each permit year (issue/expiration date on permit) without charge. **EACH FALSE ALARM AFTER THE FIVE (5) FREE FALSE ALARMS ARE CHARGEABLE AND WILL BE ASSESSED AT \$50.00 FOR EACH RESPONSE BY THE CITY OF LIBERTY POLICE OR FIRE DEPARTMENT.**

Return this application and \$25.00 fee (by check or money order, payable to the City of Liberty) to:

**City of Liberty  
1829 Sam Houston  
Liberty, TX 77575**

You may download additional forms from our websites at [www.cityofliberty.org](http://www.cityofliberty.org). To request additional forms by mail or if you require further assistance, contact the City of Liberty Police Department by email at [wholland@cityofliberty.org](mailto:wholland@cityofliberty.org) or call us at 936-336-5666.

*\*\*Keep this document for your records*