



ALARM USER'S PERMIT APPLICATION
Please print or type

Table with 2 columns: Field Name, Value. Fields include Check #, Amount, Date, Initials, Access, Chiefs.

For Office Use Only

Note: A \$10 check or money order must accompany this application. Make check or money order payable to CITY OF ALBANY. Mail to: Alarm Permit, Albany Police Department, 1117 Jackson SE, Albany, OR 97322. Your cancelled check will be your receipt.

1. Alarm user's name: _____

2. Business name (if applicable): _____

3. Street address & Zip Code (alarm location): _____

4. Phone number (alarm location): _____

5. Cell Phone#: _____ Work phone #: _____

6. Mailing address, City, State & Zip (if different than #3): _____

7. Type of Premise:

Form with checkboxes for Single Residence, Apartment, Business (Type)

8. Alarm Company Name: _____

Alarm Company Phone: _____

9. Type of Alarm:

Form with checkboxes for Burglary Alarm, Robbery Alarm, Silent (no audible/signals monitoring service), Audible (Bell or Siren), Both (audible alarm & signals monitoring service). Includes text: Audible alarm will reset in _____ minutes.

10. In case of alarm, who should be contacted (PLEASE LIST 3 PEOPLE):

Name _____ Relation: _____

Home Phone: _____ Cell Phone: _____ Work Phone: _____

Name _____ Relation: _____

Home Phone: _____ Cell Phone: _____ Work Phone: _____

Name _____ Relation: _____

Home Phone: _____ Cell Phone: _____ Work Phone: _____

Authorized Signature

Date

If you have a residential alarm and you are over 62 years of age, please provide your date of birth so the fee may be waived. Date of Birth: _____



ALARM ORDINANCE PERMIT INFORMATION

The City of Albany has enacted an ordinance requiring that persons who have a burglary or robbery alarm which summons police to any building or premises must obtain an alarm user permit. Alarm users who have more than two false alarms during the permit period (calendar year) are subject to a surcharge.

The Police Department administers this program for the City of Albany. The ordinance was enacted because over 90% of alarms are false. It is important that we reduce the number of false alarms so that police will have more time to perform other necessary services.

In addition to reducing the number of false alarms, the permit system contributes to more effective police response. The permit system will provide current premise or occupant information for the safety and protection of users and emergency responders.

PERMIT FEE SCHEDULE

Permits are \$10 a year for a burglary or robbery alarm. Permits are valid from January 1st through December 31st. Each year the permit must be renewed by February 15th or a permit delinquency charge will be assessed. New permits for alarm systems installed after August 1st of each year will be valid until December 31st of the following year.

No permit fee is required for a residential alarm user over the age of 62 years or for governmental agencies; however, a **permit is still required**.

SURCHARGES FOR FALSE ALARMS

First 2 (two) in permit year	No fine
3rd (third) false alarm	\$ 50.00
4th (fourth) through 9th (ninth) false alarm	\$ 75.00 each
10th (tenth) and any additional	\$100.00 each
Alarm Permit Delinquency Fee.....	\$15.00

False alarms do not include alarm signals caused by violent conditions of nature or other extraordinary circumstances not reasonably subject to control by the alarm user.

SOUND EMISSION CUTOFF FEATURE

It is a violation of the ordinance for an audible alarm that can be heard outside the building or structure to sound for more than 15 minutes. The audible alarm must be equipped with a sound emission cutoff feature.

TO OBTAIN YOUR PERMIT

Please complete the attached application and return it to us with your check or money order for \$10, made payable to the CITY OF ALBANY. Mail it to the Albany Police Department, 1117 Jackson St. SE, Albany, OR 97322. Your cancelled check will be your receipt unless you deliver your application and payment in person. Alarm applications not received by the Albany Police Department within 30 days of alarm installation or expiration of a prior permit will be subject to a \$15 delinquency charge.

QUESTIONS

Any questions you have regarding this ordinance may be directed to Police Clerk Debbi Buchert at (541) 917-7680 (debbi.buchert@cityofalbany.net) or Records and Systems Supervisor Carrie Hjertstedt at (541) 917-3218 (carrie.hjertstedt@cityofalbany.net).