

Application Type: (check applicable box)

- New Alarm Permit
- Renew Existing Permit
Supply Permit # _____



PLANNING AND DEVELOPMENT
Alarm Permit Application

PLEASE READ BEFORE FILLING OUT APPLICATION:

- 1.) Permit Holder - A contact name, address and telephone number is required for all permits. All business accounts must have an individual person listed as contact. The company detail is not applicable for the contact information.
- 2.) Please complete all information fully.
- 3.) Applications must include payment. Payments Accepted via check or money order (made out to City of Fort Worth), and all major credit cards.
- 4.) Low-Income: No alarm permit fee shall be required for a permit determined as a low-income property (one-family dwelling only). Applicant MUST supply proof of income. Acceptable Documents are as follows:

- Award letter from the Social Security Administration : this includes Social Security (SS), Social Security Disability (SSDI) , Social Security Disabled Child (SDC), Supplemental Security Income (SSI)
- Retirement letter from Texas Railroads
- For those who are employed, check stubs from the last 30 days (depending on how often they are paid, we can get 4 to 5 weekly stubs, 2 to 3 bi-weekly stubs, 2 twice a month stubs, 1 monthly stub)
- Unemployment Insurance statement for those receiving unemployment benefits, showing weekly income
- Pension/Retirement benefits statement
- If the resident receives no income they may sign a Declaration of Income, which includes an explanation of why they are not receiving income

Alarm Location Information:

Name (Business Name or Resident's Name) _____
 Alarm Location Address _____ City/St _____ Zip _____

Billing Information:

Full Name _____ Driver's License # _____
 Billing Address _____ City/St _____ Zip _____
 Email Address _____ Contact Phone # _____

Permit Type: (check selection below)

- | Permit Type: | Permit Fee: (Annual) |
|--|-----------------------|
| <input type="checkbox"/> Commercial Business | \$100.00 |
| <input type="checkbox"/> Residence (Private) | \$50.00 |
| <input type="checkbox"/> Government (City/County) | \$0.00 |
| <input type="checkbox"/> Low Income Residence | \$0.00 (See #4 above) |
| <input type="checkbox"/> Individual Apartment Unit | \$50.00 |

Alarm Company Information:

Alarm Company Name _____
 Alarm Type: Burglary Hold-up/Robbery/Panic/Hostage Other _____

Payment Detail:

Check or Money Order (Make payable to City of Fort Worth)
 Credit Card (check card type)
 Visa Discover Mastercard American Express
 Credit Card # _____ Expiration Date _____
 Card holder's Name _____ Email Address _____
 Card holder's Signature _____

**For security purposes please do not email your credit card information.

Applicant Signature: _____ Date: _____

City of Fort Worth
 Planning & Development
 Customer Service Department - Alarm Unit
 200 Texas St
 Fort Worth, TX 76102

<https://apps.fortworthtexas.gov/alarmpermitpayments/>
 Email: DevCustomerService@FortWorthTexas.Gov (Enter "Alarms" in the subject line)
 817-392-2222

PERMIT HOLDER'S RESPONSIBILITIES

On November 18, 2003, the Fort Worth City Council amended Chapter 12, concerning the regulation of alarm systems. The ordinance will be in full force and effect from and after January 1, 2004.

1. The ordinance applies to a person who operates, or causes to be operated, an alarm system at an alarm site. No permit shall be required of state and federal governmental entities. City and county political subdivisions that operate alarm systems are required to obtain a permit, however, permit fees and service fees shall not be required.
2. The Chief or authorized designee shall refuse police response to any alarm notification from an alarm site that does not have a valid alarm permit unless the alarm notification is a duress alarm, a hold-up alarm, a panic alarm or a report to 911 emergency telephone or to the police department by a person other than an alarm company.
3. **A SEPARATE PERMIT IS REQUIRED FOR EACH ALARM SYSTEM AND EACH SEPARATE ADDRESS** and cannot be transferred to another person or to alarm system except by authorization of the Chief or authorized designee. Additional permit applications for multiple alarm systems at one alarm site may be obtained simply by photocopying the alarm permit application on the reverse side. Each permit application must show for each alarm system located at the alarm site the purpose of the alarm system, i.e., burglary, robbery, hostage, etc.
4. The fee for permit renewal or permit reinstatement for residential permits is **fifty dollars (\$50.00)**, and commercial permits are **one-hundred dollars (\$100.00)** yearly. Each permit issued pursuant to this chapter shall be valid for a **twelve (12) month period** from the date of issuance as indicated on the permit. No refunds of a permit fee, permit renewal fee, or permit reinstatement fee will be made. A permit will not be renewed if the applicant has past due outstanding service fees at the alarm site or at another alarm site for which he is the permit holder, unless the service fees are under review in an appeal.
5. A permit expires one year from the date of issuance and must be renewed annually by submitting an updated application and a permit renewal fee. It is the responsibility of the permit holder to submit an application and the required permit fee prior to the permit expiration date. A permit shall not be renewed if the applicant has past due outstanding service fees at the alarm site or at another alarm site for which he is the permit holder, unless the service fees are under review in an appeal.
6. No permit fee shall be required for a permit obtained for an alarm system at a one-family or two-family dwelling when the alarm site is determined by the Chief or authorized designee to be occupied by a low-income family.
7. Within thirty (30) days of receipt of a completed application form and the required fee, the Chief or authorized designee shall issue an alarm permit to an applicant unless the applicant has failed to pay a service fee or has had an alarm permit revoked, and the violation causing the revocation has not been corrected.
8. To obtain a permit, complete the permit application on the reverse side and return the application with a check or money order to the:

**CITY OF FORT WORTH
PLANNING AND DEVELOPMENT DEPARTMENT, ALARM UNIT
200 TEXAS STREET
FORT WORTH, TEXAS 76102
Office: 817-392-2222
<https://apps.fortworthtexas.gov/alarmpermitpayments/>
Email: devcustomerservice@fortworthtexas.gov (enter "Alarms" in subject line)**