



JANUARY – DECEMBER 2023

ALARM USER'S PERMIT APPLICATION

Please print or type

Check #	
Amount:	
Date:	
Initials:	
Access:	
Chiefs:	

For Office Use Only

Note: A \$20 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, 2600 Pacific Boulevard SW Albany, OR 97321. Your cancelled check will be your receipt as a copy of the alarm permit will not be mailed back.

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: _____

1. Alarm user's name: _____

2. Business name (if applicable): _____

3. Street address (alarm location): _____

4. Zip Code (alarm location): _____

5. Phone number (alarm location): _____

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

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

7. Type of Premise:

<input type="checkbox"/>	Single Residence
<input type="checkbox"/>	Apartment
<input type="checkbox"/>	Business (Type) _____

8. Alarm Company Name & Phone: _____

9. In case of alarm, who should be contacted (**PLEASE LIST 3 PEOPLE BESIDES YOURSELF**):

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

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 one false alarm 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 \$20 a year for a burglary or robbery alarm. Permits are valid from January 1st through December 31. Each year the permit must be received by February 15 or a permit delinquency charge will be accessed. New permits for alarm systems installed after August 1 of each year will be valid until December 31 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 false alarm in permit year	No fine
2 nd false alarm in permit year	\$50
3 rd false alarm in permit year	\$100.00
4 th false alarm in permit year	\$150.00
5 th false alarm in permit year	\$200.00
6 th through 9 th false alarm in permit year.....	\$250.00 each
10 th & additional false alarms in permit year.....	\$300.00 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 \$20, made payable to the CITY OF ALBANY. Mail it to the Albany Police Department, 2600 Pacific Blvd SW Albany, OR 97321. 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 Albany Police Clerk Kaylan Beaulieu-McCann 541-791-0084 (kaylan.beaulieu-mccann@cityofalbany.net). Thank you.