

# SECURITY ALARM LICENSE APPLICATION

PLEASE PRINT LEGIBLY OR TYPE INFORMATION. Attach additional information if necessary.

ALARM LICENSE TO BE ISSUED IN THE NAME OF:

Residential  Commercial

New  Renewal

Individual or Business Name

Complete Address of Site to be Licensed

Email

Phone Number

**Commercial only:** If the alarm permit is to be issued in the name of a corporation or partnership, give the following information of the corporate officers, partners or other person(s) legally responsible for the corporation or partnership.

Name

Complete Mailing Address

Email

Phone Number

Contact information of the person(s) in operational control of the property, if other than applicant.

Name

Complete Address

Email

Phone Number

**Security Alarm Company:** Company contracted to monitor alarm system:

Company Name

Complete Address

Phone Number

## Emergency Contacts:

List two (2) persons, one of whom does not reside at the address of permit location, which are able and have agreed to:

A. Receive notification at any time;

B. Come to the alarm site within one hour after receiving a request from a member of the El Paso Police Department to do so; and

C. Grant access to the alarm site and to deactivate the alarm system if such becomes necessary.

(1)

Name

Phone Number

(2)

Name

Phone Number

**\*\*\*THE LICENSE HOLDER MUST NOTIFY THE CITY IN WRITING OF ANY CHANGE IN CONTACT INFORMATION, SECURITY ALARM COMPANY, OR EMERGENCY CONTACTS WITHIN TWENTY (20) DAYS OF SUCH CHANGE. ANY PERSON WHO CONTINUES TO OPERATE AN ALARM SYSTEM WITHOUT PROVIDING SUCH CHANGES COMMITS AN OFFENSE (EL PASO MUNICIPAL CODE §5.13.030(H)).**

**El Paso Municipal Code §5.13.070 False Alarm Penalties.** The permit holder or any other person in control of an alarm system shall pay a false alarm civil penalty in accordance with Section 214.197, Local Government Code or its successor, for the signaling of a false alarm if at least three other false alarms have occurred during the preceding twelve-month period. The amount of the penalty for the signaling of a false alarm shall be fifty dollars if the location has had more than three but fewer than six other false alarms in the preceding twelve-month period; seventy-five dollars, if the location has had more than five but fewer than eight other false alarms in the preceding twelve-month period; or one hundred dollars, if the location has had eight or more other false alarms in the preceding twelve-month period. The police chief shall notify the permit holder or other person in control of the alarm system that the alarm site has exceeded three false alarm notifications in the preceding twelve-month period. The notice shall be made in writing and shall contain a statement that the permit holder may, at his or her election, attend an alarm user awareness class as set forth in Section 5.13.060 of the El Paso Municipal Code. If the permit holder completes the alarm user awareness class within thirty days of the date of the notice or completes the next available alarm user awareness class, whichever occurs first, no penalty shall be assessed. Otherwise, the permit holder or other person in control of the alarm system shall pay the assessed penalty.

**\*\*NOTE:** Send a written cancellation request; doing so prevents you from acquiring permit violations when you no longer live at the registered address. For your convenience, cancellation notices and changes to contact information, alarm company, or emergency contacts are accepted by mail or email.

**Return Completed Applications with payment to:  
Planning & Inspections Department-One Stop Shop  
811 Texas Ave.  
El Paso, Texas 79901  
(915) 212-0104 Fax (915) 212-0105  
Email: [OSSHelp@elpasotexas.gov](mailto:OSSHelp@elpasotexas.gov)**



Signature of Authorized Applicant

Make check payable to: **City of El Paso**