



**CITY OF HARTFORD**  
**EMERGENCY SERVICES & TELECOMMUNICATIONS**  
 50 Jennings Road  
 Hartford, CT 06120  
 (860) 527-6300



**APPLICATION FOR ALARM PERMIT**

**Notice:** Pursuant to the Hartford False Alarm Ordinance Section 25-14, every owner or operator must apply for a permit to operate an alarm unit in the city. This information is CONFIDENTIAL and will not be released outside this agency except pursuant to court order. **Please Print Clearly.**

ALARM PERMIT NO: \_\_\_\_\_  
 (Office use only)

**I. APPLICANT:**

NAME:	DAYTIME NUMBER:	EVENING NUMBER:	CELL PHONE:
MAILING ADDRESS:		DRIVER'S LICENSE NUMBER:	SPOUSE CELL:
CITY, STATE, ZIP:			

**II. ALARM PREMISES:**

ADDRESS, IF DIFFERENT THAN MAILING ADDRESS:	TELEPHONE NUMBER AT ALARMED LOCATION:
CITY, STATE, ZIP:	NON-RESIDENTIAL, BUSINESS OR ENTITY NAME:
NATURE OF PREMISES: <input type="checkbox"/> RESIDENTIAL <input type="checkbox"/> NON-RESIDENTIAL <input type="checkbox"/> GOVERNMENT <input type="checkbox"/> OTHER _____ <input type="checkbox"/> PRE—EXISTING ALARM <input type="checkbox"/> NEW INSTALLATION - IF SO, PLEASE PROVIDE PERMIT # _____	

**III. ALARM SYSTEM, MONITORING AND INSTALLATION COMPANY:**

KINDS OF ALARMS AT PREMISES (CHECK ALL THAT APPLY): BURGLAR ALARM <input type="checkbox"/> FIRE <input type="checkbox"/> PANIC <input type="checkbox"/> IS IT AUDIBLE OUTSIDE? <input type="checkbox"/> OR SILENT? <input type="checkbox"/> OTHER TYPE <input type="checkbox"/> _____	
ALARM MONITORING COMPANY :	ALARM INSTALLATION/MAINTENANCE COMPANY :
ALARM MONITORING COMPANY ADDRESS:	ALARM INSTALLATION /MAINTENANCE COMPANY ADDRESS
TELEPHONE NUMBER:	TELEPHONE NUMBER:
FAX NUMBER:	FAX NUMBER:
E-MAIL ADDRESS:	E-MAIL ADDRESS:

**IV. AUTHORIZED KEY HOLDERS:**

A **KEY HOLDER** is someone you trust who, in your absence and within 20 minutes of being notified, will arrive at your premises after an alarm activation in order to secure the property and/or assist the Police Department in determining the cause of the alarm.

NAME, FIRST KEYHOLDER:	NAME, SECOND KEYHOLDER:
DAY TELEPHONE:	DAY TELEPHONE:
EVENING TELEPHONE:	EVENING TELEPHONE:
CELL PHONE:	CELL PHONE:

Upon receipt of completed application and registration fee, a registration number shall be assigned to the Alarm System. Failure to register an Alarm System will result in a \$99.00 fine. Once a registration number has been issued, any changes to permit information should be submitted in writing to the Department of Emergency Services within 10 days.

I hereby certify that, to the best of my knowledge, the above information is correct. I also agree to accept full responsibility for the alarm device within the terms of the ordinance.

Signature \_\_\_\_\_ Date \_\_\_\_\_

## INSTRUCTIONS FOR ALARM PERMIT APPLICATION

Failure to correctly and fully complete this form will delay your registration. This form is to be used to register burglar/robbery, panic/duress and fire systems. **There is a \$15.00 fee to register your alarm.** All information must be typed or printed and is confidential.

- I. **Alarm Applicant Information:** Indicate the complete name of the person responsible for the alarm operation or name of establishment.
  - (a) Indicate your drivers license number in the space provided.
  - (b) Indicate the mailing address of the applicant, if different from alarm address.
- II. **Alarmed Premises:** Indicate the complete address where alarm is located if different from applicant address.
  - (a) Indicate any unusual circumstances that should be considered when responding to an alarm at the alarmed location, i.e. watch dog, security guard, hazardous materials, weapons, etc
- III. **Alarm Monitor / Installer:** Indicate the name, phone number and fax number for the alarm company that monitors, sold, installed, maintains your alarm system.
- IV. **List two (2) persons to contact in the event of an alarm:** List the name and phone number of two persons who have agreed to:
  - (a) Receive notification of an alarm activation at any time.
  - (b) Respond to the alarm site within 20 minutes of notification; and
  - (c) Grant access to the alarm site and deactivate the alarm system if such becomes necessary.

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### PENALTIES

The ordinance establishes a fine schedule for repeated false alarms which require a response from police & fire services. Fines and false alarms are based on a calendar year starting from your registration date.

#### FINE SCHEDULE:

<u>Number of False Alarms</u>	<u>Fine</u>
1	No Fine
2	No Fine
3	\$ 45.00
4 or more	\$ 90.00

For alarm users who have not registered their systems, a ninety-nine dollar (\$99.00) fine will be charged. In addition to the non-registration fee, any operator of a non-permitted alarm system will be subject to a citation and assessment of a ninety dollar (\$90.00) fine for each false alarm dispatch. The total fine for an alarm user who has yet to register their system and who has had a false alarm occurrence is one hundred eighty nine dollars (\$189.00).

#### **Mail completed Application Form with a \$15.00 check or money order made payable to:**

City of Hartford  
Department of Emergency Services & Telecommunications  
50 Jennings Road  
Hartford, CT 06120

If you have questions, feel free to contact our office at (860) 527-6300.