

RESIDENTIAL & COMMERCIAL BURGLAR ALARM FACT SHEET

- Every residence and business with an alarm that is intended to summon police (regardless of whether the alarm is monitored) is required to have a permit.
- The cost of the alarm permit is \$50.00 per year for residences and \$100.00 for businesses.
- It is a violation of Burleson City Ordinance to operate an alarm without a valid permit. Violations are punishable by a fine.
- Police usually will respond to burglar alarms only at addresses with a valid alarm permit. If police respond and there is no valid alarm permit for that location, a citation will be issued.
- Police will respond to all human-activated alarms, such as panic alarms and hold-up alarms. However, locations without a valid permit will receive a citation.
- It is the alarm holder's responsibility to contact the alarm company and provide them with the permit number.
- Your alarm company must provide police 911 operators with your permit number.
- All permit holders are allowed 3 free false alarms during a one-year period. The one-year period begins on the date of the first false alarm. The 4th and 5th false alarms are billed an administrative fee of \$50.00 per call. The 6th and 7th false alarms are billed an administrative fee of \$75.00 per call. The 8th and any additional false alarms are billed an administrative fee of \$100.00 per call.

FREQUENTLY ASKED QUESTIONS

How can I obtain a permit?

- *On-line:*
 - Download forms from the City of Burleson website at www.burlesontx.com.
- *By Phone:*
 - Request an application by calling the Police Department Alarm Office at (817) 447-5300 ext. 361.
- *In Person:*
 - Pick up an application at Burleson City Hall Permit Office at 141 W. Renfro St. during normal business weekday hours of 8 a.m. to 4:30 p.m.. Permit applications will be processed and a permit number will be given at that time. Applications received after hours or by mail will be processed the next business day.

What do I need to do if I already have a permit?

Contact your alarm company and provide them with your permit number.

I have a permit but I don't know the number. What do I need to do?

1. You can obtain your permit number by:
 - a) Calling the Alarm Office at (817) 447-5300 ext. 361, or
 - b) Visiting the Alarm Office at the Police Department, 225 W. Renfro St. from 8 a.m. to 4:30 p.m. Monday through Friday.
2. Once you have your permit number, be sure to contact your alarm company and provide them with your permit number, expiration date, and your correct address.

What locations are required to have a permit?

Any location with a working burglar alarm system that is intended to summon the police, including, but not limited to: houses, townhomes, condos, apartments, businesses, stores, churches, warehouses, storage buildings, offices.

When must I obtain the permit?

The permit is required at the time the system becomes operational.

Am I required to get a permit if my alarm is not monitored by an alarm company?

Yes.

What if I have an alarm but do not have a permit?

Police will respond to alarm notifications and if there is no valid alarm permit for that location, a citation may be issued.

Is one alarm sufficient for an office building with several suites?

No. A separate permit is required for each alarm site and each alarm unit. Offices with one address that occupy more than one suite are required to have a permit for each suite.

I live in an apartment. Am I covered by the apartment complex's alarm permit?

No. Each apartment resident with an alarm is responsible for obtaining their own permit. The apartment management is responsible for all non-residential areas of the apartment complex, such as offices, storage facilities, clubhouses, weight rooms, etc.

Are alarm permits transferable?

No. Permits are not transferable to another address or another person/business. Fees are non-refundable.

What is considered a false alarm?

Per city ordinance: "An alarm notification to the City of Burleson when the responding officer finds no evidence of an attempted or actual unauthorized intrusion, burglary, robbery or hostage taking and the officer has responded to the site within thirty (30) minutes of the City of Burleson receiving the alarm notification."