

# SAN ANTONIO POLICE DEPARTMENT

## ALARM & GATE PERMIT APPLICATION (For a Single Alarm System)

**Permit Fee:**     **\$40.00 per Residential System**  
                          **\$35.00 per Senior Residential\***  
                          **\$100.00 per Commercial System**  
                          **No Fee for Government Agencies**  
                          **\$50 Gate Permit (gated communities)**

List any known hazards police officers or firefighters may encounter at alarm site, such as dangerous chemicals, razor or barbed wire etc...

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Mail to: **San Antonio Police Department**  
**Alarms Investigation Office**     Phone: (210) 207-8282     Fax (210) 207-4349     TTY (210) 207-4889 (4TTY)  
 315 S. Santa Rosa St  
 San Antonio, TX 78207

*Please Read Instructions, and* complete and send your application to the address above.

**Please print clearly or type.**     **Permit is valid for one year from date issued.**

- Applicant - The San Antonio Police Department requires the name, driver's license, home address and telephone number of the **person** who will be responsible for the alarm system and listed as the Permit Holder. **Driver's License number is for identifying Applicants / Permit Holder with similar names.**  
**A COMPANY NAME IS NOT ACCEPTABLE!**
- Signature of the Permit Holder Applicant must be the signature of the person listed as Permit Holder.
- Please include ZIP CODE plus extended zip code and telephone area codes.
- Application **MUST** include a check or money order payable to **The City of San Antonio Alarms Office.**
- **Payment is expected within 30days. After this time, false alarms at locations with expired permits will be processed as alarm code violations.**

Type of Alarm     ☐ Burglary     ☐ Robbery     ☐ Fire     ☐ Medical/Distress

**Type of location where system is used (check one only)**

☐ Residential (**\$40.00**)   ☐ Residential-HS\* Ov65 (**\$35**)   ☐ Commercial (**\$100.00**)   ☐ Governmental (**No Fee**)

Alarm Company Provider     Company Name (if Commercial)     Office Name (if Governmental)

Permit Holder's Name (Last, First, Middle Initial)     Job Title (If Commercial)

Driver's License (State & Number Required)     Day phone number     Night phone number

Permit Holders Home Address (include apt., bldg. or unit number)     City, State, ZIP +4

Address where alarm will be located (include apt., bldg. or unit)     City, State, ZIP +4

Billing Address where permit is to be mailed     City, State, Zip +4

Permit Type: (check one only)   ☐ New Permit     ☐ Renewal     ☐ Information Change (No Charge)

Permit Number if Renewal or Information Change: \_\_\_\_\_ Old Alarm Location: \_\_\_\_\_

Is alarm location in a gated community?   ☐ Yes     ☐ No     Gate Code: \_\_\_\_\_

Names and phone numbers of two persons SAPD can contact in an emergency, if we are unable to contact the Permit Holder. **(This information is essential)**

Name     Day Phone Number     Night Phone Number

Name     Day Phone Number     Night Phone Number

**Submit a separate application and fee for each alarm system.**

**I have carefully read the completed application and know it to be true and correct. I accept responsibility for the payment of all fees and fines that may result from the operation of the alarm system described above.**  
**Alarm permit must be kept at alarm site.**

Signature of Applicant/Permit Holder (**Required**)

Date

## CONFIDENTIALITY

Section 25-57(i) of the City Code states: "The police and fire departments shall protect all information on an application as confidential information..."

## ALARM PERMIT FEES

Section 25-57(b) of the City Code of the City of San Antonio establishes the following fees for permits:

TYPE OF PERMIT	NEW	RENEWAL
RESIDENTIAL SENIOR-OV65	\$35 (*)	\$35
RESIDENTIAL REGULAR	\$40	\$40
COMMERCIAL	\$100	\$100
GOVERNMENT	NO FEE	NO FEE
GATED COMMUNITY	\$50	NO FEE ( <b>THIS PERTAINS TO GATE OPERATORS ONLY AND NOT TO RESIDENTS</b> )

All permits are valid for **one (1) year** from the date of issue. Renewal notices are mailed to permit holders 30 days prior to the permit expiration date.

**\*Note: The Over-65 fee is for property owners who are 65 years of age or older and claim their residence as their homestead.**

## FALSE ALARM FEES

Section 25-57(k) and 25-66(a) of the City Code of the City of San Antonio establishes the following fees for false alarms. **Fees must be paid before a permit can be issued or renewal of permit issued.**

NO PERMIT:	\$75.00 for each un-permitted Burglary Alarm Residential \$125.00 for each un-permitted Burglary Alarm Commercial \$125.00 for each un-permitted Fire Alarm Activation.
BURGLARY:	There is no service fee for the first three false alarms, \$50 service fee for the 4 <sup>th</sup> & 5 <sup>th</sup> false alarms, \$75 for the 6 <sup>th</sup> & 7 <sup>th</sup> false alarms, and \$100 for the 8 <sup>th</sup> and successive false alarms within 12-month permit cycle.
ROBBERY: (Includes panic and duress alarms)	There is no service fee for the first false alarm. \$200 for the 2 <sup>nd</sup> false alarm, \$300 for the 3 <sup>rd</sup> false alarms, \$400 for the 4 <sup>th</sup> false alarm, \$500 for the 5 <sup>th</sup> and successive false alarms within 12-month permit cycle.
FIRE:	There is no service fee for the first false alarm. \$125 for the 2 <sup>nd</sup> , 3 <sup>rd</sup> , & 4 <sup>th</sup> false alarm activations, \$250 for the 5 <sup>th</sup> , 6 <sup>th</sup> , 7 <sup>th</sup> , 8 <sup>th</sup> , 9 <sup>th</sup> , & 10 <sup>th</sup> , false alarm activations, \$500 for the 10 <sup>th</sup> , and successive false alarms within the 12-month permit cycle.

## ADDITIONAL INFORMATION

**Failure to have a valid alarm permit can result in fines from \$300-\$500 for each false alarm.**

Alarm sites with local alarm systems (non-monitored) are required to have a valid alarm system permit.

It is the responsibility of the permit holder to provide the permit number to their alarm and/or monitoring company.

If you have any questions, please call the San Antonio Police Department Alarms Investigation Office at (210) 207-8282. Business hours are from 7:45 a.m. - 4:30 p.m., Monday through Friday. We are closed on official holidays.

**Mailing address:**  
**San Antonio Police Department**  
**Alarm Investigations Office**  
**315 S. Santa Rosa St**  
**San Antonio, TX 78207**

**Other Info: Phone:** (210) 207-8282  
**Fax:** (210) 207-4349  
**TTY:** (210) 207-4889 (4TTY)

**Web Site:** <http://www.sanantonio.gov/sapd/alarmpermits.aspx>