

INSTRUCTIONS FOR COMPLETING THE ALARM PERMIT APPLICATION

Alarm permits are good for 12 months from the date of issuance.

A renewal permit application must be completed and turned in every year.

City Ordinance allows for three free false alarms within a 12-month period. Upon the fourth alarm a citation for "Excessive False Alarms" will be issued. Failure to either pay, or contest the citation will result in a warrant for the arrest of the responsible person to be issued.

If you are applying for a new alarm permit or a renewal, a fee of \$35.00 is required. Checks or money orders should be made out to the **City of Rowlett** and mailed along with the application, or the application may be returned to the Records Window of the Rowlett Police Department located at 4401 Rowlett Rd. or mailed to City of Rowlett, Alarm Program, PO Box 140936, Irving, Texas 75014-0936. The Records Window hours of operation are Monday through Friday from 8:00am until 5:00pm.

Alarm permits **are not transferable**. If the home or business is sold, the new owners must apply for their own permit. For rental property and apartments, the permit must be filled out by the renters and contain their information. Rental property owners should make their new tenants aware of this prior to move in.

The Emergency Contact Information is also very important. Your emergency contacts should be close friends or family members who can gain access to the interior of your home or business while you are away. They should be familiar with your alarm system and know how to deactivate it should it malfunction while you are away. Your emergency contact should also have your authority to take any necessary measures needed in order to secure your property in the event of a burglary, fire, or damage to your home or business.

Should you desire more information about laws pertaining to alarm systems and permits, Chapter 18 of the Rowlett City Ordinances provides this information. Copies of this article and all other city ordinances may be obtained from the Rowlett City Secretaries Office located in City Hall at 4000 Main Street or you may visit the city website at www.ci.rowlett.tx.us (city secretary/ordinances).