

ALARM PERMIT APPLICATION

Town of Hillsborough Finance Department
1600 Floribunda Avenue, Hillsborough, California 94010
(650) 375-7402

Annual Alarm Permit fee is \$60.

All fees must be paid at time application is submitted. Permits will be mailed to residence within 2 weeks.
Renewal of the annual alarm permit fee will be included on your first water bill of each calendar year.

The Police Department provides direct connection to its dispatch center for monitoring services. For more information, call the Police Department at (650) 375-7470.

Address: _____

Resident: Last Name: _____ First Name: _____

Phone #-Bus: _____ Home: _____

Resident: Last Name: _____ First Name: _____

Bus Phone #: _____ Home: _____

Type of Alarm (Mark all that apply.)

	Burglar	Fire	Panic
Silent			
Audible (indoor or outdoor)			
Visual (indoor or outdoor)			
Does the alarm automatically reset within 10 minutes?			

Where is the alarm reset unit located? _____

How is the alarm reset? _____

Alarm Company Information

Company Name: _____

Address: _____

City: _____ State: _____ Zip Code _____

Phone #: _____

Resident's Signature

For official use: Date alarm fee paid		Permit #:	
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Please see reverse side for additional alarm information.

GENERAL ALARM INFORMATION

The following alarm related items are required by the Town of Hillsborough:

- ❖ All residents who own alarm systems are required to maintain an alarm permit which must be renewed annually. You will be billed for your renewal with your first water bill of the calendar year.
- ❖ Alarms must automatically reset themselves after 10 minutes.
- ❖ No sirens may be installed. (Bells are allowed.)
- ❖ Alarm permits must be posted at the residence (ideally in a location where all of your family members can quickly find the permit number.)
- ❖ A battery back-up unit must be maintained with the system.

It is your responsibility to maintain current personal information with the Police Department, including the names and phone numbers of persons to contact when you are not available. Other information concerning hazards at your residence will assist officers when responding to emergencies.

You have the option of leaving a house key with the Town that police officers can use to secure your home in your absence.

If no one will be residing at your home for any period of time, you should notify the Police Department and leave the name of a person who can respond to your home in the event of any emergency, and notify the Department about alarm malfunctions.

Police Officers trained as alarm specialists will consult with you to identify security concerns at your residence. While these officers do not perform repairs, they can assist with the identification of problems, and will work with you to prevent false alarms. Call 375-7472 any time of day to arrange for an appointment with an alarm specialist. This is a **free service**.

To avoid false alarm citations, call the Police Department before you test your alarm system.

FALSE ALARM FEES

For residents who fail to obtain a permit and police officers respond to your home as a result of a false alarm, you will be invoiced for the actual cost of the police response and an alarm permit.

For permit holders, the Town of Hillsborough's policy is to impose no fees for the first 2 false alarm citations within a calendar year and then to observe a progressive fee schedule as follows:

3rd False Alarm Citation	\$100
4th False Alarm Citation	\$100
5th False Alarm Citation	\$100
6th False Alarm Citation	\$200

After 6 false alarm citations, residences monitored directly by the Department shall be disconnected from the Town's monitoring service for 6 months. After paying a reinstatement fee, residences can be reconnected to the Town's monitoring service. Late charges and penalties may be assessed to delinquent accounts.