



(City Ordinance 2458)

# ALARM SYSTEM PERMIT APPLICATION

## Westminster Police Department

8200 Westminster Blvd., Westminster CA 92683  
www.westminster-ca.gov

FOR OFFICE USE ONLY

PERMIT #
ANNIVERSARY DATE:

PLEASE CHECK PERTINENT BOXES

<input type="checkbox"/> Resident Permit	<input type="checkbox"/> NEW	<input type="checkbox"/> Change of Alarm Company	<input type="checkbox"/> Change of Address
<input type="checkbox"/> Commercial Permit	<input type="checkbox"/> RENEWAL	<input type="checkbox"/> Change of Phone	<input type="checkbox"/> Change of Emergency Contact

<b>APPLICANT INFO</b>	RESIDENT FULL NAME (Last, First Middle) or BUSINESS NAME		
	NAME OF RESPONSIBLE PARTY FOR THE ALARM SYSTEM (Last, First, Middle)		
	ADDRESS (Address, Street) (P.O. Boxes are not Acceptable)		SUITE #
	ALARM PREMISES PHONE NUMBER	ALTERNATE PHONE NUMBER	ALTERNATE PHONE NUMBER
	BILLING ADDRESS (If different from above) (Address, Street, City, State, Zip)		

<b>EMERGENCY CONTACT INFO</b>	In an emergency response the responsible party listed above will be the first person contacted. If the responsible party cannot be reached, we will contact the person(s) listed below. You must list two other responsible parties who will respond to the alarm location within 45 minutes of the alarm activation, if requested to do so. The two individuals must have the ability to reset or deactivate the alarm system.		
	CONTACT NAME #1 (Last, First, Middle)		SUITE #
	HOME PHONE NUMBER	BUSINESS PHONE NUMBER	CELL PHONE NUMBER
	CONTACT NAME #2 (Last, First, Middle)		SUITE #
	HOME PHONE NUMBER	BUSINESS PHONE NUMBER	CELL PHONE NUMBER

<b>ALARM CO</b>	NAME OF ALARM COMPANY	ALTERNATE PHONE NUMBER
	ADDRESS (Address, Street, City, State, Zip)	

<b>OFFICER SAFETY</b>	Are there any weapons at the alarm location? (if yes, please describe)	
	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Are there any hazardous materials stored at the alarm location? (if yes, what type)	
<input type="checkbox"/> Yes <input type="checkbox"/> No		
Are there any dogs at this location?	If dogs, where are they?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Inside <input type="checkbox"/> Outside	

### MAIL APPLICATION AND PAYMENT TO:

Please mail check for **\$30.00** payable to the "City of Westminster-FARP" and your completed application to:

**City of Westminster**  
**False Alarms Processing -FILE 74982**  
**P.O. Box 742845,**  
**Los Angeles, CA 90074-2845**

### DECLARATION

"I declare that the above information is correct to the best of my knowledge. I am aware of the City of Westminster ordinance for alarm applications and annual renewal requirements. I understand that unpaid or excessive false alarm contacts will result in a termination of service to the location, ultimately effecting true emergency responses to this location and civil penalties may occur."

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
DATE

## Getting Your New Permit

An application must be filled out and returned with the \$30 fee to get the new alarm permit.

### What's the process for getting my new alarm permit?

You can pick up an application at the Westminster Police Department or go online at: [www.westminster-ca.gov/depts/police/businesshours/alarm\\_permits.asp](http://www.westminster-ca.gov/depts/police/businesshours/alarm_permits.asp)

Fill out the alarm permit application and mail it with a \$30 check or money order to:

**City of Westminster-FARP**

**False Alarm Processing - FILE # 74982**

**P.O. Box 742545**

**Los Angeles, CA 90074-2845**

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## City of Westminster Goal

The City of Westminster False Alarm program's goals are to protect our police resources by reducing the number of false alarm responses and to educate the community on how to avoid false alarms. The following information is provided to assist you in understanding your responsibilities as an alarm user and to be aware of the fines and penalties for excessive false alarms. The City of Westminster outsources the false alarm billings and collections through a well respected nationally known company whose mailing address for their California cities is centralized through San Francisco.

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### BEFORE YOU ACTIVATE YOUR ALARM SYSTEM:

1. Be sure you know how to use your system. Your alarm company should demonstrate this after installation. Make sure to ask lots of questions.
2. Secure all doors and windows.
3. All pets should be properly contained.
4. Turn off any unnecessary electrical appliances, heaters, air conditioners, or fans.
5. Make sure your monitoring station knows how to reach you or someone responsible in case of emergency, especially if you are out of town.
6. Verify that your system is ready to activate. Most systems have an indicator light.
7. After activating the system, leave within the specified time period.

If you must return to the alarmed location, turn the system off immediately even if you just activated the system.

### RESPONSIBILITIES OF ALARM USERS

1. The alarm mechanism will be adjusted to suppress false indications of force so that the alarm system will not be activated due to:
  - Transient pressure change in water pipes
  - Flashes of light
  - Wind noise caused by rattling and vibrating windows or doors
  - Vehicular noise
  - Electrical power fluctuations
  - Other forces unrelated to an actual emergency
2. The permit holder is responsible for all false activations due to faulty equipment.
3. The alarm system will be adjusted to allow a sound total of no longer than 30 minutes of sound after activation.
4. The alarm must not be manually activated for any reason other than the occurrence of the event that the system was intended to report (i.e. activating a robbery or panic alarm for any reason less than life threatening situation).
5. Property is properly secured to prevent birds, animals, rats, rodents, and other animals from entering the premises and activating the alarm system.

### What to do if you accidentally activate the alarm:

1. Immediately turn the system off.
2. Use your abort code if you have one.
3. If your central station verifies alarms, wait for the call. Do not attempt to call them (unless your alarm company specifically instructs you to do so).
4. Know your password - the central station will need it to verify the alarm.
5. Make sure anyone with access to your home or business knows the system code and password, and is instructed in operating the alarm.
6. Have the telephone number of your central station or alarm company handy.

## Frequently Asked Questions

**City of Westminster Ordinance 2548 (effective 12/18/2009)**

### How much is the new permit?

The fee is \$30 for your new, one-year permit. The annual renewal charge is \$30. This fee applies to both commercial and resident alarm permit applications.

### How often do I have to renew?

Permits must be renewed every year. Your annual renewal deadline will be the last day of the month we issued your permit.

### Will the City let me know when it's time to renew?

As a courtesy, renewal forms will be mailed to all permit holders at the mailing address on file. However, it is the responsibility of the permit holder to ensure the permit is kept up to date.

### I've never had an alarm permit - who is required to get a permit?

Anyone with an automatic fire or security alarm system (monitored or unmonitored) in a home or business within the Westminster city limits must have a permit.

### I have a fire alarm and a security alarm. Do I have to get two permits?

No. Only one alarm permit is required per address.

### I just moved into a new home/business with an existing alarm. Is the old permit still valid?

No, permits do not transfer to new owners or new locations. As a new owner, you must re-apply for the permit and pay the fee. We also will need to update the information for that address.

### What's the actual application deadline?

Permits are valid for one year from the month of issue. A new permit should be filed within fifteen days of installation of service.

### What is the penalty for operating an alarm system without a permit?

Penalty per violation:

First violation: \$100

Second violation: \$200

Third and subsequent violations: \$500

### How much is the penalty for false alarm activations?

False alarm activations are calculated during a 365 day period.

1 - False Alarm - No fee, warning only.

2 - False Alarm - \$75

3 - False Alarm - \$100

4 - False Alarm - \$150

5 - False Alarm - \$200

6 - False Alarm - \$250

7 - False Alarm - \$300

8 - False Alarm - \$300

Every false alarm activation causes the police department to respond which results with a call for service. A written notice will be placed at the location. A warning letter, an invoice for any fees associated, and a revocation of your alarm permit will occur after excessive false alarms or non payment of your fines.

## Who do I contact?

### What if I think I was billed incorrectly?

For questions about your billing or the procedures for disputing a bill, please contact the City's alarm billing and processing company for assistance at **(877) 263-6029**.

**City of Westminster Police Department  
ALARM SYSTEM ORDINANCE**

Upon a new business application and/or renewal, the City of Westminster Police Department is advising you of the City's ordinance and the ongoing responsibility of the business owners/managers to keep proper records of the alarm company, a primary contact person, telephone number and any other pertinent information updated any time changes occur. This information shall remain on file with the Westminster Police Department only.

**DECLARATION**

I declare that I have been advised of the City of Westminster False Alarm Ordinance.

I declare that as a new business or a business applying for renewal, that it is my responsibility to ensure that individuals working for me are properly trained with any alarm system installed.

I understand that unpaid or excessive false alarm contacts will result in a termination of service to the location, ultimately effecting true emergency responses to this location and civil penalties may occur.

_____ SIGNATURE OF APPLICANT	_____ DATE
_____ SIGNATURE OF CITY WITNESS	_____ DATE

**FORWARD TO WESTMINSTER POLICE DEPARTMENT  
RECORDS BUREAU (FARP)**