



City of Texarkana, Texas • Burglar Alarm Permit Application  
**Commercial**

**Application will not be processed if incomplete or without an attached check or money order for \$75.00, made payable to the City of Texarkana.** The permit will be mailed to the Billing Address you provide. A twenty-dollar (\$20.00) fee will be assessed if received after expiration. A forty-dollar (\$40.00) late fee will be assessed if the renewal is received more than thirty (30) days after expiration.

**Please PRINT your information clearly in blue or black ink and return with payment and invoice.**

**By Mail:**

City of Texarkana, TX  
 Attn: Finance  
 220 Texas Blvd  
 Texarkana, TX 75501

**In Person:**

Texarkana, Texas City Hall  
 Inspections Dept – 3<sup>rd</sup> Floor  
 220 Texas Blvd  
 903-798-3912

**OR**

Number of Keypads at location:		Type: <input type="checkbox"/> New <input type="checkbox"/> Renewal	
		Texarkana	
Address to be Permitted		Business/Organization Phone	
Billing Address (if different from permit address)	City & State	Zip Code	Billing Phone
Mail Permit to the Attention of:			

**NOTE: All permits and correspondence will be mailed to the Billing Address.**

Manager Full Name (person responsible for the alarm)	Date of Birth	Driver's License or ID (state and number)
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**Local Responding Agents: Minimum 1 Required**

**Responding agents must live locally and must physically respond to location within 30 minutes of an alarm being emitted**

A. Name of Person to Contact	Home Address	Home/Cell Phone
B. Name of Person to Contact	Home Address	Home/Cell Phone
C. Name of Person to Contact	Home Address	Home/Cell Phone

Alarm Company Name	Phone
Monitoring Company Name	Phone

List all dangerous or special conditions present at the alarm site :

*I hereby affirm that the above information is true to the best of my knowledge and that the alarm system for which this application is submitted does not violate City Alarm Ordinance Section 3A and Building Numbers Section 5-11 I understand that I am responsible for reporting any changes in the information provided on this application immediately to the Texarkana, Texas Alarm Administration Department; failure to do so will render this application, and the permit issued from it, invalid. I ACCEPT RESPONSIBILITY FOR THIS ALARM SYSTEM AND UNDERSTAND THAT ANY VIOLATION OF THE CITY ALARM ORDINANCE MAY RESULT IN CITATION (S) BEING ISSUED AND/OR SERVICE FEES BEING ASSESSED.*

Manager Signature	Manager Name Printed	Qme Signed
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*For Office Use Only - Do Not Write Below*

Date Received/Issued	Expiration Date	Permit#	Vendor#	Invoice#
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**ANNUAL RENEWAL REQUIRED**

# IMPORTANT INFORMATION

With your signature on an alarm permit application, you have accepted certain responsibilities concerning the operation and maintenance of the alarm system, and proper response to all alarm calls, for the location indicated.

The following general information regarding your responsibilities is provided to you as it pertains to the administration of the City of Texarkana, Texas, alarm ordinance and building numbers.

- 1) **COMMERCIAL** permits must be posted at each keypad. **RESIDENTIAL** permits must be available and presented to officers upon request.
- 2) Permits must be renewed annually. The expiration date is displayed in red on the right side of the permit. It is your responsibility to contact the Alarm Administration Office for renewal.
- 3) The information you have provided on your application must be current. If any changes occur (i.e., responding agents' addresses, phone numbers, etc.) you should contact our office as soon as possible. These changes must also be reported to your monitoring company. Changes in business/resident name, location, ownership, managers, etc., will require completion of a new application. Alarm permits are not transferable to a different commercial/resident name or alarm location address.
- 4) Commercial and residential address numbers must be at least 4 inches in height and clearly visible from the street curb. Numbers on buildings more than 50 feet from the curb must be at least 5 inches in height and clearly visible from the street curb.
- 5) The alarm ordinance allows three (3) false alarm calls per location within a twelve (12) month Alarm Permit Period. All additional false alarm calls will result in a service fee of \$50.00 (fifty dollars) per call being assessed to you. If more than ten (10) False Alarms have been activated at an Alarm Site during a twelve (12) month Alarm Permit period, the Alarm Administrator may deny or revoke an Alarm Permit.
- 6) If an Alarm Site emits multiple False Alarms within a twenty-four (24) hour period and the Permit Holder can prove, in writing, that the false alarms were caused by a mechanical malfunction of the Alarm System, then all multiple False Alarms will be counted as one False Alarm. If the criterion is met, the Alarm Specialist may determine that the calls can be counted as one (1) false alarm call.
- 7) **Upon request by your monitoring company for an officer to respond to an alarm call, your alarm monitoring company is required to contact you, or one of your responding agents. The alarm ordinance requires someone to physically respond *within thirty (30) minutes* to the alarm location upon notification of alarm by the monitoring company. Failure to respond within thirty (30) minutes of notification to an alarm call at this location may result in a citation being issued.**

If you have any questions regarding this information, contact the Alarm Administration Office (903) 798-3912.