



City of Alpharetta – Alarm Registration Form

MAIL COMPLETED FORM TO: ALPHARETTA CITY HALL, ATTN ALARM PERMITS
2 PARK PLZ, ALPHARETTA, GA 30009

Cust ID#	_____
Rep:	_____
Date:	____/____/____

BURGLAR/FIRE ALARM REGISTRATION

ALARM LOCATION:	_____
	Number Street Unit City Zip Code
BUSINESS ALARMS:	
Is This A Business Operated Out Of A Residence?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Business Name (as it appears on your store front):	_____
Business Phone # (daytime phone number at business):	[_____]_____-_____
Building Type (Mall, Business, Lab, School, etc):	_____
Business Type (Restaurant, Bar, Day Care, Bank, etc):	_____
Business Alias (another name your business is known as):	_____
Business email address:	_____@_____
RESIDENCE ALARMS:	
Homeowner's Name (as it appears on alarm company's bill):	_____
Primary Phone #: [_____]_____-_____	Secondary Phone #: [_____]_____-_____
Residence email address:	_____@_____
ALARM INFORMATION:	
Monitoring Company Name:	_____ Phone #:[_____]_____-_____
<p>In addition to registering your alarm, the City of Alpharetta encourages you to create an Emergency Profile for free at emergencyprofile.org</p>	

Emergency Contact Information: (list in call order)

1. Contact Name: _____	Primary Phone #: [_____]_____-_____	Secondary Phone #: [_____]_____-_____
2. Contact Name: _____	Primary Phone #: [_____]_____-_____	Secondary Phone #: [_____]_____-_____
3. Contact Name: _____	Primary Phone #: [_____]_____-_____	Secondary Phone #: [_____]_____-_____
4. Contact Name: _____	Primary Phone #: [_____]_____-_____	Secondary Phone #: [_____]_____-_____

Provide any other information or hazards we need to be aware of:

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Information provided above will only be used in case of an emergency (fire, burglary, water leak, etc) and will be held confidential by the E911 center. Contacts may be updated at any time and copies of this form are permitted.

I have read and understand the ordinance that pertains to alarms in the City of Alpharetta, the penalties for violation of the ordinance and the falsification of the application with regards to the permit applied for.

Signature _____	Printed Name _____	Date ____/____/____
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Sec. 13-41. Purpose.

The purpose of this article is to regulate the responsibilities of those persons who purchase, rent or use alarm systems, devices or services. This article is also intended to encourage the improvement in reliability of these systems, devices and services and to insure that police and fire department personnel will not be unduly diverted from responding to actual criminal activity as a result of responding to false alarms. This article specifically encompasses "fire alarms," "burglar alarms," "robbery alarms," "holdup alarms," "medical alarms" and "panic alarms," both audible and inaudible (silent). The provisions of this article shall not apply to alarm systems which are owned or maintained by the city and installed on premises in which the city has a property interest.
(Ord. No. 374, § 1, 4-1-96; Ord. No. 567, 5-23-05)

Sec. 13-42. Definitions.

For the purpose of this article, the following words and phrases shall have the respective meanings ascribed to them by this section:

Alarm shall mean and include any fire, robbery, burglary, holdup, medical or panic alarm that transmits any signal (audible, visual or silent) to the city, indicating a predetermined emergency condition exists whether the alarm is received either:

- (1) By telephone line to a designated position on an alarm panel;
- (2) By a private alarm service company relayed to the city communications center telephone;
- (3) By an automated telephone alarm system, playing a recorded message when received on the city communications center telephone; or
- (4) By a signal relayed to the city communications center by a third party.

False alarm shall mean any activation of an alarm system where none of the emergencies for which the alarm system has been installed, have in fact occurred.

Telephone alarm system shall mean any alarm system which automatically transmits by telephone line a recorded electronic or mechanical signal to a telephone instrument at the city communications center.

Response shall mean the dispatch of any police or fire unit to the premises where an alarm has been activated or the arrival of an officer to the location by any means of notification.

(Ord. No. 374, § 2, 4-1-96; Ord. No. 567, 5-23-05)

Sec. 13-43. Registration required after false alarm.

Each person who receives a warning notice for a false alarm as provided in section 13-45(a)(2) of this article shall, within thirty (30) days of the notice, apply for and obtain a registration certificate in accordance with the provisions of this article. When registration is required under this section, the application fee shall be fifty dollars (\$50.00). Any other person may, but is not required to voluntarily register and there shall be no application fee for voluntary registration.

(Ord. No. 374, § 3, 4-1-96; Ord. No. 567, 5-23-05)

Sec. 13-44. Contents of application; permit fee.

(a) Each applicant for a registration certificate shall complete a registration form prescribed by the city containing the following information:

- (1) The name and telephone number of the applicant, and the address of the premises where the alarm system is installed;
- (2) The person or business entity maintaining, monitoring or servicing the alarm system along with a telephone number of the alarm dispatch center; and
- (3) Names and telephone numbers of all persons who have access to the premises and have knowledge of the operation of the alarm, and who shall be responsible for resetting, disconnecting or disarming the alarm.

(b) Registration applications, together with a fee of fifty dollars (\$50.00) shall be filed with the finance department, which will disseminate registration application information to the inspections, fire, and police departments.

(c) Persons owning or using alarm systems shall provide response to the alarm location, when requested, in order to reset, disconnect or disable the alarm system within ninety (90) minutes of such request. Failure to provide such response shall result in a service fee of not less than twenty-five dollars (\$25.00) for each such occurrence. The imposition of this service fee may be appealed to the city administrator by sending a letter of appeal to the city administrator within ten (10) days after the fee is imposed. The city administrator may waive the fee if the appellant establishes to the satisfaction of the city administrator that the failure to respond was due to circumstances not within the reasonable control of the appellant.

(d) Nothing in this article shall be deemed to impose any liability upon the city in connection with the regulation of alarm systems, or otherwise constitute a waiver of sovereign immunity.

(e) All alarm systems installed after the effective date of this article having an audible or visual signal at the premises shall be equipped so as to automatically shut off the audible signal after no longer than ten (10) minutes for residential installations and fifteen (15) minutes for nonresidential installations, except those systems required by law to have a longer operation period, in which case such system shall be equipped so as to automatically shut off the audible signal at the conclusion of the longer operating time.

(f) Telephone alarm devices shall be construed or installed so as not to seize or otherwise hold or preempt the telephone lines of the Alpharetta communications center. Beginning twelve (12) months after the effective date of this article, no person shall use or cause to be used any telephone device or telephone attachment that automatically selects or dials a published emergency telephone number or any city telephone number and then reproduces any prerecorded message or signal; provided that this section shall not apply to a life safety alert system utilizing residential transmitting equipment designated for direct telephone access to dedicated control receiving equipment located in the city's public safety communications center.

(g) If, after a registration certificate is issued, any of the information contained within the application for which the registration certificate was issued changes, the certificate holder shall notify the inspections department in writing of each such change not later than thirty (30) days after the change.

(Ord. No. 374, § 4, 4-1-96; Ord. No. 567, 5-23-05)

Sec. 13-45. Service fee for false alarms.

For each police or fire response to a false alarm, the responding officer shall leave a false alarm notification slip at the premises. Service fees for police or fire response to false alarms shall be imposed as follows:

(1) False alarms occurring during the first one hundred twenty (120) days of operation of a newly installed or reinstalled alarm system shall not be counted as "false alarms" for the purposes of subparagraphs (2) through (4) below;

(2) For the first false alarm within a calendar year, no service shall be charged, but a warning notice shall be issued and a registration certificate shall be obtained within thirty (30) days of the notice;

(3) For the second, third and fourth false alarm within a calendar year, the property owner or lessee shall be charged a service fee of fifty dollars (\$50.00) per false alarm.

(4) For the fifth and each additional false alarm within a calendar year, the property owner or lessee shall be charged a service fee of one hundred twenty-five dollars (\$125.00) per false alarm.

(5) Service fees shall be billed by the city finance department directly to the occupant where the false alarm occurred. In the event the occupant fails to pay the service fees billed under this article, the city shall bill the owner of the property, if different than the occupant. The owner and the occupant shall be jointly responsible for the service fees billed under this article.

(6) Should the service fees go unpaid, the city shall withhold the issuance of a business license or occupational tax certificate or apply funds paid for other charges and services to service fees billed under this article.

(7) In the event fees go unpaid after the due date, a ten (10) percent one-time penalty will be charged based upon the amount due and interest at the rate of one (1) percent per month shall accrue until the fees are paid in full.

(Ord. No. 374, § 5, 4-1-96; Ord. No. 567, 5-23-05)

Sec. 13-46. Duties of alarm system company or business.

Each alarm system company or business selling, leasing and/or monitoring an alarm system installed within the city limits shall provide the user with a copy of this article and an application for a registration certificate, and shall instruct the user in the proper operation of the system. Each business entity monitoring or servicing an alarm system installed within the city limits shall file an annual registration with the city identifying the name, address and telephone number of the entity, the name of a contact person, and the location of each system in the city that is monitored or serviced by the entity. The registration is due no later than January 15 of each year.

(Ord. No. 374, § 6, 4-1-96; Ord. No. 567, 5-23-05)

Sec. 13-47. Penalties.

Any person who violates any provision of this article, shall be guilty of a misdemeanor punishable by a fine of not less than fifty dollars (\$50.00) nor more than one thousand dollars (\$1,000.00). Each day that a violation occurs or continues shall constitute a separate offense. The punishment or conviction of any person under this section shall not relieve the person from paying any unpaid permit or service fee; not shall payment of any unpaid permit or service fee bar criminal prosecution for any violation of this article.

(Ord. No. 374, § 7, 4-1-96; Ord. No. 567, 5-23-05)

This ordinance was current at the time this form was created. To view or confirm this ordinance is the most current version, please visit the city's website at www.alpharetta.ga.us and search for the ordinance.