



**Edmonton Police Service Alarm Program
City of Edmonton Alarm Systems Bylaw
ALARM PERMIT APPLICATION**

For Office Use Only	
Permit No. _____	
Date of Issue: ____/____/____	year month day

Application No.

PERMIT INFORMATION

<input type="checkbox"/> New Permit Application (\$30)	<input type="checkbox"/> Permit Information Update (\$10)	Permit Number
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PERMIT APPLICANT

RESIDENTIAL	Name	Home Phone	Work Phone
	Address	Postal Code	Cellular Phone
COMMERCIAL	<input type="checkbox"/> Under 500 sq. metres (5380 sq. feet) <input type="checkbox"/> Over 500 sq. metres (5380 sq. feet) <input type="checkbox"/> ATM		
	Business Name	Phone	Fax No.
	Mailing Address		Postal Code
	Contact Person	Mailing Address of Contact Person	Phone

ALARM SYSTEM DETAILS

Address of Alarmed Premises (if different than above)	Alarm Type <input type="checkbox"/> Video Surveillance <input type="checkbox"/> Monitored <input type="checkbox"/> Audible	
Alarm Company Currently Responsible for your Alarm System	Phone	Fax No.
Address	Postal Code	
Alarm System Monitored by	Phone	Fax No.

KEYHOLDERS (REQUIRED IF ALARM SYSTEM IS NOT MONITORED)

Name	Home Phone	Work Phone
Address		Cellular Phone
Name	Home Phone	Work Phone
Address		Cellular Phone

The personal information on this form will be collected and shared for the purposes outlined in Sections 37 to 41 of the *Freedom of Information and Protection of Privacy (FOIP) Act*, and for other legal requirements where they are consistent with the FOIP Act. If you have any questions regarding the collection of information, contact Alarm Program, Edmonton Police Service, 9620 - 103 A Avenue, Edmonton, Alberta, T5H 0H7

I certify that all of the information contained in this application is correct. I also understand and accept that the cancellation of the Alarm Permit for the above address may also mean the cancellation of police attendance at reports of alarm incidents originating from the alarm system associated to this address. I also understand and accept that the police may release information about my alarm system, permit, and false alarms to the alarm company responsible for my alarm system.

Name (print)	Signature	Date
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Edmonton Police Service Alarm Program

City of Edmonton Alarm Systems Bylaw Alarm Permit Application

Edmonton City Council has declared "that false alarms are an inefficient use of publicly-funded police resources for private benefit and established a need for improved verification of alarms, monitoring of alarm systems and partial recovery of the costs associated with police response to false alarms." The Alarm Systems Bylaw and the Edmonton Police Service Alarm Program are intended to promote the responsible use of alarm systems and to produce benefits to the public, alarm system users, the alarm industry, and the City of Edmonton.

ALARM PERMIT APPLICATION INSTRUCTIONS

- Application Number:** This number is your record of the application for an alarm permit and should be used as a reference number until you receive your permit.
- Permit Information:** There is a one-time permit registration fee of \$30 per alarm system. **The alarm permit number is not transferable from one address to another, nor from one owner to another.** There is a \$10 administration fee for updating/amending any information with respect to Alarm System Permits (e.g., alarm company, keyholders). For these changes, you must submit an application form which can be obtained from any police station.
- Permit Applicant:** The permit applicant must be the person or commercial entity responsible for the alarm system. If the permit applicant is a commercial entity, a contact person is required. The address should be the mailing address where all correspondence can be sent. Phone numbers are **mandatory**.

ALARM SYSTEM DETAILS

- Address of Alarmed Premises:** Please be as complete as possible. Indicate: apartment number/basement suite/unit number, street number, street direction (west, east, north, south), street name and address, and quadrant (NW, NE, SW, SE).
- Alarm Type:** Monitored: monitored by an alarm company.
Audible: audible sound generated, no alarm monitoring company.
- Alarm Company Currently Responsible for your Alarm System:** Name and details of the alarm company that is by contract associated to your alarm system to provide service, maintenance, etc.
- Alarm System Monitored by:** Name, phone, and fax number of the company responsible for monitoring your alarm system.
- Police will not respond to non-permitted, non-monitored alarms unless an indication of criminal activity is present.**
- For non-monitored systems, you are required to supply the name of a security service and/or two persons who are able to meet the conditions of Section 7(d)(i) of the Alarm Systems Bylaw.**
- You are required by law to update information with the Edmonton Police Service regarding your keyholders (see permit fees).
- Keyholders:** Not required for alarm systems monitored by an alarm company. Notify your monitoring company of instructions or changes regarding your security service and keyholders. The alarm monitoring company will contact your keyholders in the event of an alarm.
- Signature of Permit Applicant:** The signature of the permit applicant or contact person (if the permit applicant is a business or commercial entity) is mandatory. Your signature acknowledges and accepts that the cancellation of an alarm permit by the Chief of Police may mean cancellation of police response to an alarm incident associated to your permit address. Your signature also acknowledges and accepts that the police may release information about your alarm system, alarm permit, and false alarms to the alarm company responsible for your system.

To obtain your Alarm Permit mail the completed application form along with a cheque made payable to the City of Edmonton, to the Edmonton Police Service Alarm Program, 9620 - 103A Avenue, Edmonton, Alberta, T5H 0H7. **DO NOT SEND CASH THROUGH THE MAIL.**

It is your responsibility, under Alarm Systems Bylaw #10922, to ensure that you have a valid permit.

Remove this instruction page from the application and retain it until you receive your alarm permit.

IMPORTANT BYLAW INFORMATION

Permits are required for all Alarm Systems. Section 2(b) of Alarm Systems Bylaw #10922 defines an "Alarm System" as: "any device which detects an unauthorized entry to, or an Emergency on a Premises." This includes ATM's.

Fees for police response to false alarms:

Residence	\$75.00
Business (total area of building, structure, or facility protected by the alarm system up to and including 500 square meters [5380 square feet])	\$100.00
Business (total area of building, structure, or facility protected by the alarm system is more than 500 square meters [5380 square feet])	\$150.00

SUSPENSIONS

When an alarm system generates four false alarms within a period of twelve months, the Chief of Police will suspend the alarm system permit for a period of three months.

An application for reinstatement, along with an application fee of \$30, is required before the permit will be reinstated.

If the response fee is not paid within 60 days of the invoice date indicating that the Edmonton Police Service responded to a false alarm at the permit holder's residence or business, the alarm system permit is terminated.

AUTOMATIC TELEPHONE DIALERS

No person shall provide, use, maintain, or install or permit the use, maintenance, or installation of any automatic calling device which is programmed to access the emergency telephone number "9-1-1" or any telephone number assigned to the Edmonton Police Service.

PENALTY

A person who contravenes this bylaw is guilty of an offence and liable to a fine not exceeding \$1,000.

Information on this application is subject to amendments to the Alarm Systems Bylaw.

Excessive noise emitted by an audible alarm system is subject to penalties under Community Standards Bylaw #14600.

Section 8 of the Alarm Systems Bylaw #10922 requires that all permit holders supply their alarm business or monitoring company with the permit number. Police may not respond to an alarm called in to Police Dispatch / 911 if this permit number is not available at the time the call is made.

Copies of Alarm Systems Bylaw #10922 are available from the City of Edmonton web site at www.edmonton.ca (search word "Alarm Bylaw").

Application No.