



Edmonton Police Service Alarm Control Detail
City of Edmonton Alarm Systems Bylaw
ALARM PERMIT APPLICATION
 alarm.program@edmontonpolice.ca

| |
|----------------------------|
| For Office Use Only |
| Permit No.: _____ |
| Date: _____ |

| | | | |
|---------------------------|--|---|---|
| PERMIT INFORMATION | <input type="checkbox"/> New Residential Permit (\$30) | <input type="checkbox"/> New Commercial Permit (\$30) | <input type="checkbox"/> Information Update |
|---------------------------|--|---|---|

PERMIT APPLICANT

| | | | |
|--|---------------|---------------|----------------|
| Name | Date of Birth | Home Phone | Cellular Phone |
| Residential Alarmed Address (see below for Commercial) | | Email Address | |
| Billing Address | City | Province | Postal Code |

FOR COMMERCIAL PERMITS ONLY Under 500 sq. meters (5380 sq. feet) Over 500 sq. meters (5380 sq. feet) ATM

| | |
|----------------------------|----------------|
| Business Name | Business Hours |
| Commercial Alarmed Address | Business Phone |

ALARM SYSTEM DETAILS

| | |
|---------------------------|-------|
| Name of Alarm Company | Phone |
| Alarm System Monitored by | Phone |

| | | | |
|---|---|-----------------------------------|------------------------------|
| <u>Type of Monitoring</u> | <u>System Details</u> | <u>Camera Location</u> | <u>Guard Service</u> |
| <input type="checkbox"/> None | <input type="checkbox"/> Live Video | <input type="checkbox"/> Exterior | <input type="checkbox"/> Yes |
| <input type="checkbox"/> Self-Monitored | <input type="checkbox"/> Audible | <input type="checkbox"/> Interior | <input type="checkbox"/> No |
| <input type="checkbox"/> Third Party | <input type="checkbox"/> Two-Way Audio | <input type="checkbox"/> N/A | |
| | <input type="checkbox"/> Recorded Video | | |

KEYHOLDERS (MANDATORY) (UPDATE IMMEDIATELY IF INFORMATION CHANGES)

| | | |
|------|------------|----------------|
| Name | Home Phone | Cellular Phone |
| Name | Home Phone | Cellular Phone |
| Name | Home Phone | Cellular Phone |

ALL AUTHORIZED PERSONS / COMPANIES ALLOWED TO BE IN PREMISES

| | |
|------|---------------|
| Name | Date of Birth |
| Name | Date of Birth |
| Name | Date of Birth |

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. I will notify the Edmonton Police Service should any of the above information change.

| | | |
|---------------------|------------------|-------------|
| Name (print) | Signature | Date |
|---------------------|------------------|-------------|



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The Alarm Systems Bylaw and the Edmonton Police Service Alarm Control Detail 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. The City of Edmonton Alarm Systems Bylaw #10922 requires that an alarm system operator must obtain an alarm permit available from the Edmonton Police Service Alarm Control Detail.

ALARM PERMIT APPLICATION INSTRUCTIONS

- Alarm Permit Number:** The alarm permit number is not transferable from one address to another, nor from one owner to another.
- Alarm 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.
- Alarm Decal:** Alarm decals should be clearly displayed at the main entrance to the property.
- Obtaining an Alarm System Permit:** Submit a completed Alarm Permit Application, along with the \$30.00 alarm system permit fee, to the Alarm Control Detail.
- Payment Options:**
1. In person by attending the Alarm Control Detail office located at #108, 14315-118 Avenue, Monday to Friday from 8:00 am - 4:00 pm. Acceptable forms of payment include cash, credit card, debit card, cheque or money order payable to the "City of Edmonton".
 2. In person by attending any Edmonton Police Service divisional police station. **Please note:** A cheque or money order made payable to the "City of Edmonton" is the only method available at these locations.
 3. By mailing your application to the Alarm Control Detail at Edmonton Police Headquarters, 9620-103A Avenue, Edmonton, Alberta, T5H 0H7. Include payment by cheque or money order made payable to the "City of Edmonton".

ALARM SYSTEM DETAILS

- Name of Alarm Company:** Name of the alarm company that is by contract associated to your alarm system to provide service maintenance, etc.
- Name of Alarm Monitoring Company:** Name of the monitoring company that is responsible for monitoring your alarm system. **For non-monitored systems, you are required to provide 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.**
- Keyholders:** Provide the name and contact information for these keyholders. **This information is mandatory to provide. Failure to provide keyholder information will result in the application not being processed. It is the responsibility of the owner of the alarm system to ensure keyholder information is updated at all times.**
- Authorized Person / Companies:** Someone who has permission to be in the premises.

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

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



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ALARM PROGRAM FINES AND FEES

| | |
|---|-----------|
| Alarm Systems Permit..... | \$30.00 |
| Alarm Permit Reinstatement..... | \$30.00 |
| Replacement Alarm Permit Decal..... | No Charge |
| Police Response to a Residential False Alarm..... | \$75.00 |
| Police Response to a Commercial False Alarm (total area of building, structure or facility protected by the alarm system up to and including 500 square meters [5380 square feet])..... | \$100.00 |
| Police Response to a Commercial False Alarm (total area of building, structure or facility protected by the alarm system is more than 500 square meters [5380 square feet])..... | \$150.00 |

CANCELLATIONS

Payments for fees associated with police response to false alarms are due within a period of 60 days from the invoice date. When an alarm system permit applicant does not pay the fees associated with the police response to false alarms, the alarm system permit is cancelled. To reinstate this permit, false alarm fees must be paid in full, along with a \$30.00 application fee.

SUSPENSIONS

When an alarm system generates four false alarms within a period of twelve months, the alarm system permit will be suspended for a period of three months. To reinstate this permit, all false alarm fees must be paid in full, along with \$30 application fee; however, the permit will remain suspended until the end of the three month period.

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

The Edmonton Police Service will **not** respond to an alarm for which a valid permit does not exist, unless there is information to support that an emergency or criminal act is in progress or has occurred. A violation ticket in the amount of **\$300.00** will be issued to the owner of a residence or commercial property who is operating an alarm system without a valid City of Edmonton alarm systems permit.

CONTACT US

Phone: 780-421-3410

Email: Alarm.Program@edmontonpolice.ca

All emails and phone messages received outside of regular business hours will be returned on the next business day.

Business Hours:
 Monday to Friday: 8:00 am to 4:00 pm
 CLOSED on all weekends and statutory holidays

Office Location:
 The Alarm Control Detail is located in the Police Information Check Section office located at 108, 14315-118 Avenue.

Mailing Address:
 Edmonton Police Service Alarm Control Detail
 9620-103A Avenue
 Edmonton, AB
 T5H 0H7