



ALARM PERMIT APPLICATION

Remit To: City of Sacramento Police Alarm Unit
5770 Freeport Blvd. #100
Sacramento, CA 95822-3516

***NOTE: Do not submit the \$30 annual permit fee with the application. Please wait until you receive the city invoice within 3-5 business days. The invoice will provide payment instructions.**

Permit Number: _____

Location of Alarm: ☐ Business ☐ Residence

			<input type="checkbox"/> Own Property <input type="checkbox"/> Rent Property
Last Name	First Name	MI	
Business Name (If Applicable):			
Location Address:			
Number	Street	Apartment/ Suite/ Unit	
City	State	Zip Code	
Phone Number	Email Address		

MAILING ADDRESS (If different from location address):			
Address:			
Number	Street	Apartment/ Suite/ Unit	
City	State	Zip Code	Secondary Phone Number

EMERGENCY CONTACT (list any additional individuals that need to be on the permit):		
Last Name	First Name	Phone Number
Last Name	First Name	Phone Number

ALARM MONITORED BY:	
Alarm Company Name	Phone Number

For additional information, contact the SPD Alarm Unit via phone at (916) 808-0702 or (916) 808-0726; e-mail at spdalarms@pd.cityofsacramento.org, or visit www.sacpd.org

EXCERPT FROM SACRAMENTO CITY CODE CHAPTER 8

Enacted January 3, 1995

Chapter 8.36. Permits

8.36.060 Permits Required

- A. **Individual Users:** No person shall cause an alarm system to be installed, connected, operated or maintained upon any property within the city without first obtaining an alarm permit. Said permit shall be issued in accordance with the provisions of this chapter. Any person who causes an alarm system to be installed, connected, operated or maintained without first obtaining a permit as required by this section is guilty of an infraction as provided in Section 8.36.330 of this chapter.
- B. **Alarm Companies: Installation or Connection.** No alarm company shall install or connect any alarm system upon any property located within the city without first performing one of the following acts, whichever is most feasible:
1. Obtaining a copy of the alarm system permit from the alarm user or the chief of police;
 2. Obtaining a copy of the alarm permit fee receipt from the alarm user or chief of police;
 3. Notifying the chief of police by declaration under penalty of perjury that the permit application and the appropriate fees have been personally delivered or mailed to the chief of police. The declaration under penalty of perjury shall be signed by an authorized agent of the alarm company; or
 4. Obtaining from the alarm user an executed declaration under penalty of perjury that said user has previously personally delivered or mailed the permit application and the appropriate fee to the chief of police. The declaration under penalty of perjury shall be witnessed and signed by an authorized agent of the alarm company. This declaration shall be personally delivered or mailed to the chief of police by the alarm company.
- C. **Proof of Compliance Required:** One of the declarations referenced above shall be personally delivered or mailed to the chief of police within seventy-two (72) hours of the later of the date of installation or connecting an alarm system. An alarm company who installs or connects an alarm system without complying with this section is guilty of an infraction as provided in Section 8.36.330 of this chapter.
- D. **Unauthorized Installation or Service:** An alarm company may install, connect or maintain an alarm system only after it has established that the intended user has a valid permit or has complied with the provisions of this chapter for the issuance of a permit. If the chief of police notifies an alarm company of a denial, nonrenewal, suspension, revocation or of other conduct rendering it illegal for the intended user to operate the alarm, the alarm company shall discontinue service to that alarm system within twenty (20) days of such notification. The alarm company shall immediately notify the chief of police in writing that the company has complied with this section. Any alarm company that fails to comply with this section is guilty of an infraction as provided in Section 3.36.330 of this chapter. (Prior code § 29.04.401)