



ALARM REGISTRATION FORM

RESIDENTIAL

 Name of responsible party(Please print)

 Alarm Location (Include Building/Apt #)

 City, State and Zip Code

 Billing Address (if different)

 City, State and Zip Code

 Email Address

Home Phone: _____

Cell Phone: _____

Alternate Contact Name: _____

Alternate Contact Phone: _____

BUSINESS

 Business Name(Please print)

 Name of responsible party(Please print)

 Alarm Location (Include Suite or Unit #)

 City, State and Zip Code

 Billing Address (if different)

 City, State and Zip Code

Office Phone: _____

Email Address: _____

Alternate Contact Name: _____

Alternate Contact Phone: _____

SPECIAL CONDITIONS

In order to ensure the safety of our officers and the public and to enable the Police Department to better protect your property, please provide information regarding potentially hazardous circumstances (i.e. guard animals, weapons, hazardous substances, etc.)

Comment: _____

ALARM INSTALLATION DETAILS

Alarm Installation Company : _____

Monitoring Company :(if different) _____

Monitoring Company Address & Phone # _____

PLEASE READ THE FOLLOWING AND SIGN

I hereby confirm that the above information is accurate and truthful and that I am solely responsible for any penalties specified in the Alarm Ordinance. This is to certify that as the applying principle, my immediate family, tenants, or employees who have access to the protected premises have been given training which includes procedures and practices to follow in the event that the alarm system is accidentally activated. I also acknowledge that the installation company left me a set of written instructions for the alarm system, including written guidelines on how to avoid false alarms. Police response may be influenced by factors including, but not limited to, the availability of officers, priority calls, traffic conditions, emergency conditions and staffing levels.

Signature: (Owner) _____

Date: _____

The alarm permit fees are \$30 for the first year and \$30 for a two (2) year renewal per **Richmond Municipal Code Section 7.62 et set.**

False Burglary Alarm Fees:

- ▶ First and Second false alarm – Complimentary
- ▶ Third false alarm - \$100
- ▶ Fourth false alarm- \$150
- ▶ Fifth false alarm and subsequent false alarms- \$250
- ▶ Cancellation of a burglar alarm response prior to an officer arriving at the alarm site will not count as a false alarm.

False Hold Up, Panic and Robbery Alarm Fees:

Manual activation of a duress, panic, or hold up for an event not consistent with the elements of California Penal Code 211 or life threatening situations such as shootings or stabbings, shall be a violation of this section and will result in the issuance of an Administrative Citation, regardless of the number of false alarms.

For more information regarding this ordinance, please visit the City of Richmond's Regulatory Web Page

Make Checks Payable To: City of Richmond
Return this form and permit fee to:
Richmond Police Department
1701 Regatta Boulevard
Richmond, California 94804

For Office Use Only
 Registration Number: _____
 Expiration Date: _____