

**City of Richmond**  
***Security System Alarm Permit Information***

New system permits please complete this form. If a renewal of an existing system permit: Please review enclosed the prior year *Security System Alarm Permit*. If all information is correct, return only that copy with payment. If any correction is needed, make corrections below on this form and return both forms with proper payment.

Check One --    **New Permit Annual Fee: \$10.00**        **Renewal Fee: \$5.00**

Make Checks Payable to "City of Richmond"

Mail To: Building Department  
600 Morton Street  
Richmond, TX 77469  
(281) 232-6871

**Any alarm permit not renewed within Thirty (30) days following Expiration date will become invalid and the purchase of a new Alarm Permit is required with a fee of \$10.00**

**Commercial/Business        Residence**

Address Protected by Alarm \_\_\_\_\_

Business Owner or Head of Household \_\_\_\_\_

Name of Business if Applicable \_\_\_\_\_

Cell Number \_\_\_\_\_ Other Number \_\_\_\_\_

**CONTACTS:** Please list names and local telephone numbers of at least 2 (two) persons who are able to, and agree to, respond **WITHIN (1) ONE HOUR** after requested by the City of Richmond Police Department official to grant access to the alarm site and deactivate the alarm system if necessary. Questions about this process may be directed to the **City of Richmond Police Department 281-342-2849**

Name \_\_\_\_\_ Email Address \_\_\_\_\_

Cell Number \_\_\_\_\_ Other Number \_\_\_\_\_

Name \_\_\_\_\_ Email Address \_\_\_\_\_

Cell Number \_\_\_\_\_ Other Number \_\_\_\_\_

Name \_\_\_\_\_ Email Address \_\_\_\_\_

Cell Number \_\_\_\_\_ Other Number \_\_\_\_\_

Check all that apply:    ***Intrusion    Fire    Smoke    Panic    EMS***

Name of Alarm Company \_\_\_\_\_

Address of Alarm Company \_\_\_\_\_

Telephone Number of Alarm Company \_\_\_\_\_

Website for Alarm Company \_\_\_\_\_